



**Western Cape
Government**

Education

**WESTERN CAPE
EDUCATION DEPARTMENT
1-15 FILING PLAN**

FILING PLAN FOR THE WESTERN CAPE EDUCATION DEPARTMENT

PROVINCIAL GOVERNMENT OF THE WESTERN CAPE

INDEX

- (i) GENERAL INSTRUCTIONS
- (ii) LIST OF MAIN SERIES
- (iii) NUMERICALLY OUTLAY
- (iv) LIST OF SEPARATE CASE FILE
- (v) ANNEXURES

(i) GENERAL INSTRUCTIONS

1. APPLICABLE TO WHICH OFFICE?

This filing system is for use of the Head Office and Education District Offices of the Western Cape Education Department only and may not be used or made applicable to other offices without the prior written consent of the Western Cape Education Department and the Western Cape Archives and Records Service.

2. REPORTING

All changes, amendments and additions to this filing system (the omission or insertion of underlining is also a change) must be submitted periodically to the Western Cape Archives and Records Service for cognisance and approval. In cases where the changes are announced by circular, it would be sufficient to provide the Western Cape Archives and Records Service with a copy of such circular. For easy references and control purposes the notices must be numbered from number one for every year, e.g. 1/2015, 2/2016 and 3/2017. In the case of significant changes, it is advisable to obtain the consent of the Western Cape Archives and Records Service first before new file covers are opened. (For correspondence that cannot be placed on a file, refer to paragraph 14 of these instructions, and paragraph 20 for secret files.)

3. CONTROL OVER THE SYSTEM

Control over the system is delegated to the Records Managers, and no changes and additions may be done to the filing system without the consent of this officer. Records manager are also mandated to:

- (a) regularly check the daily files of the office to ensure that correspondence is filed correctly.
- (b) as far as possible, ensure that paragraphs 5 and 6 of these instructions are adhered to by regularly checking the files concerned and by ensuring that they are used correctly.
- (c) keep the master copy up to date (see also paragraph 7).

- (d) continuously monitor the practical functioning of the filing system to ensure that the necessary adaptations are made. As new functions are added to the duties of the organization, new files should be opened and where necessary, existing files should be further divided or joined, depending on the need. Mother files (i.e. captions that have been further subdivided and in itself are also used as files) should especially be checked so that they do not develop into general files and, where necessary, further sub files should be opened regularly.
- (e) monitor cases where correspondence is started on one file, but the emphasis is later shifted to a totally different matter, and ensure that the matter is taken further on the relevant other file.
- (f) refer to paragraphs 11 and 14 for duties in connection with the description of files and correspondence.

4. **CAREFUL PLACEMENT OF CORRESPONDENCE**

Each officer working with correspondence should be issued with a copy of the filing system. Officers must familiarize themselves with the file series they work with and must always check whether correspondence has been marked out on the right file. Faulty placement of documents must be corrected immediately to prevent the destruction of valuable documents or to prevent less important material from being kept without any use.

5. **DISTRICT OFFICES**

The Western Cape Education Department has 8 Education District offices. (Metro Central Education District Office, Metro North Education District Office, Metro South Education District Office, Metro East Education District office, Cape Winelands Education District Office, Overberg District Office, West Coast Education District Office and Eden/Central Karoo Education District office) and all of them have Registries with files. The Head office is the link between the District Offices and the Western Cape Archives and Records Service.

6. POLICY FILES

Provision has been made for policy files that are specially marked by a capital "P" after the reference number of the relevant main or subseries, e.g. 1/P or 2/3/P. The aim is to have files in which documents on policy, decisions, instructions, procedures and prescripts are kept together separately in order to facilitate easy referencing and retrieval. The term "instructions" is not intended as instructions to persons, but refers to procedural instructions or guidelines concerning the duties of a section. In cases where there is uncertainty regarding a particular policy matter, or where a decision is pending with regard to a policy development and a ruling on a non-policy file, the record manager must decide whether all copies of the correspondence should be transferred to the policy file concerned, or only a copy of the ruling.

When authorisation has been granted regarding a similar development on an A20 file, copies of the final ruling must be placed on the policy file with a reference to the file on which the matter had developed by quoting the relevant reference number. Should a similar development take place on a D-file, complete copies must be placed on the relevant policy file. In the case of bulky documents of which only a very small portion is intended for the policy file, e.g. reports, only an extract of the relevant report must be placed on the policy file. The correspondence maintained on the policy file must be limited to the formulation and change of policy. Correspondence of the following nature must not be maintained on the policy file:

- (i) Enquiries regarding policy that do not lead to the formulation of new policy or a different interpretation of current policy.
- (ii) Dealing with individual cases and matters that do not lead to the formulation of new policy or change in current policy.
- (iii) Matters concerning the main or subseries as a whole, but do not constitute policy, as well as individual aspects of the subject for which a file does not yet exist. In such cases appropriate files must be opened.

7. **ROUTINE ENQUIRIES**

Provision has been made for files for routine enquiries indicated as such by a capital letter "R" after the reference number of the relevant main or subseries, for example 1/R or 2/3/R. The purpose of these files is to make it possible to deal with non-recurrent enquiries of lesser importance that would probably not need to be referred to again. Under no circumstances may important documents be placed on routine enquiry files.

8. **MASTER COPY**

The master copy is the copy of the system that contains all approved subjects, and indicates which files may be opened, and how they must be opened and filed. No files may be opened before the file description has been noted in the master copy and before the Records Manager has given approval. Individual case files opened according to notes in the system, are not recorded in the master copy, but in the Register of Opened Files (see par. 8). The Records Manager must ensure that any change or addition is immediately recorded in the master copy.

9. **REGISTER OF OPENED FILES**

The purpose of this register is to keep a complete and up to date record of each opened file. A loose-sheet register is used for this purpose, so that extra sheets may be inserted to record case files that form part of the numeric exposition. The register is kept in the same form as the filing system and files are recorded in the same order. An extra column must be inserted for recording the date on which the file is opened (date of first document on file), next to the description column. The first page of the register must indicate to which office it applies and the date when it was initiated (for classified files, see paragraph 20).

10. **DESTRUCTION REGISTER**

As soon as a standing disposal instruction has been issued on files in the filing system, a destruction register must be opened. This register must be subdivided on a year basis, for example 2015, 2016 and 2017. As soon as a volume has been closed, it must be recorded under the date on which it will come up for destruction. For example, file volumes that have been closed in 1999 and for which the disposal instructions are D3, will be recorded on the page for 2002.

In this way it will be easy to ascertain which files are destined for destruction in a specific year. As it is not possible to determine beforehand how many pages would be required in a specific year, a loose-sheet register must preferably be used for this purpose (disposal - see paragraph 16 below).

11. **MIGRATION**

This filing system will be implemented on 1 October 2016. With effect from this date no correspondence may be maintained on any file from the previous system, except on case files, provided that the Western Cape Archives and Records Service has given its written consent to that effect. The files from the previous system must be closed on the day before the date of migration and no documents from them may be transferred from files from the previous system to files in this system. If necessary case files must be renumbered to fit into the new system. However, the necessary cross-references should be made on the closed and the new files.

12. **OPENING OF FILES AND DESCRIPTION ON COVERS**

New files will only be opened when necessary and on request. The numbering and the description of the files as they appear in the system must be strictly adhered to. In cases where the description is very long, the description of certain components that do not form an actual part of the caption, may be left out. For example, where the full caption of the file would be: "Advertising, Publicity and Information; Publicity; Own publications, Compiling own publications" in terms of the filing system, it could be shortened to: "Advertising, Publicity and Information: Compiling own publications".

When leaving out certain components, it must however be borne in mind that the caption of the main series must always be given and the caption must also be sufficient to ensure that there would be no doubt or uncertainty as to the contents of the file. To assist Registry officials, the Records Manager should indicate in such cases which captions should be used on the covers. Captions must be written in block letters and in indelible ink. The start and end dates of the correspondence on each part, as well as appropriate disposal instructions (when available) must be written on the covers. Tattered covers must be replaced.

13. **UNDERLINED DESCRIPTIONS**

Where a description in the filing system is underlined, it only serves as a caption to provide for further subdivision. Under no circumstances may files be opened for underlined subjects in the filing system.

14. **EXPLANATIONS IN BRACKETS**

In some places in the filing system, explanations have been placed in brackets just after subjects. That is only meant as guidance and must not be written on the file covers.

15. **CORRESPONDENCE THAT CANNOT BE PLACED ON FILE: PROCEDURE**

Head office

When correspondence is found for which there is no file in the system, the Records Manager must be approached immediately to indicate which existing file may be used or which new file may be opened.

16. **ANNEXURE-COVERS**

“Annexure covers” must be kept in which, for instance, literature may be kept that would fill the normal file too quickly. No correspondence may be maintained or placed on such covers. The “annexure cover” must contain the reference number of the file as well as the word "Annexure-cover". Each document on the “annexure-

cover" must be identified with the cover letter concerned by inscribing the office of origin and the date of the cover letter.

17. **DISPOSAL OF FILES**

D = Destroy after listed number of years (number of years indicated by the figure in the attached letter)

Destruction must take place regularly, but at least once a year, and must be followed by submission of the prescribed destruction certificate to the Western Cape Archives and Records Service.

18. **THICKNESS OF FILES**

As soon as a file becomes 3 cm thick, the volume must be closed and be continued in a new cover marked volume 2. The number of the new volume must be written on the new cover. The last document on the closed volume must be a sheet of paper with the words "Closed, see volume" written on it. The inscription "Volume 1" is only written on the first volume when volume 2 is opened.

19. **CLOSING OF IMPORTANT ARCHIVES**

All files earmarked for permanent storage in an archival repository, must be marked with the disposal instruction symbol "A 20". As soon as these files are closed, the following procedure is followed:

- (a) Each page of the correspondence must be checked to ensure that it is in the right place and that there are no misplaced documents. A blank sheet of paper must be placed on top with the words "Closed, to be continued on volume ..." written on it.
- (b) If the condition of the file cover is no longer acceptable, it must be replaced by a new one.
- (c) The files are then placed in cardboard containers used specially for this purpose and stored.

20. **CASE FILES**

Case files that form part of the numeric exposition, are opened as indicated on the relevant places in the system. Details of case files that do not form part of the numeric exposition appear in the List of Series of Separate Case Files at the end of the numeric exposition (see also par. 7).

21. **CLASSIFIED FILES**

The following procedure applies to classified files:

- (a) Classified files may be opened for any main or subseries or file caption that appears in the master copy of this system upon the approval of the Head of Department (HOD). These files are distinguished from the ordinary files by the addition of the letter "C" (confidential), "S" (secret) or "TS" (top secret) at the end of the reference number.
- (b) If such a file is needed for a matter for which there does not exist a suitable main or subseries or file caption in the system, a suitable caption must be provided in the system and must be reported to the Western Cape Archives and Records Service just as any other addition and/or change. It is, however, not necessary to indicate in the report that the new file(s) will be needed for secret correspondence.
- (c) Classified files are not indicated in the master copy of the register for opened files of this system. A register for Opened Classified Files must be kept separately – as indicated in paragraph 8 of these instructions.
- (d) Arrangements for the safekeeping of classified files are made separately and are therefore not included in these instructions.
- (e) Classified files automatically take on an A20 disposal instruction and must be dealt with accordingly.

LIST OF MAIN SERIES

1. STATUTORY AND REGULATORY FRAMEWORK
2. ORGANISATION AND CONTROL
3. HUMAN RESOURCE MANAGEMENT
4. INTERNAL FINANCIAL MANAGEMENT
5. SUPPLY CHAIN MANAGEMENT
6. INTERNAL FACILITIES MANAGEMENT
7. INTERNAL TRAVEL AND TRANSPORT SERVICES
8. INTERNAL INFORMATION SERVICES
9. INTERNAL COMMUNICATIONS
10. LEGAL SERVICES
11. ATTENDING AND HOSTING MEETINGS AND OTHER GATHERINGS
12. INSTITUTION ADMINISTRATION
13. EXAMINATION ADMINISTRATION
14. FURTHER EDUCATION AND TRAINING
15. MONITORING AND EVALUATION (QUALITY ASSURANCE)

1. STATUTORY AND REGULATORY FRAMEWORK

- (l) This main series has to do with all functions relating to the Constitution, National and Provincial legislation, International laws and Conventions.

NUMBER	DESCRIPTION	DISPOSAL
1/1	<u>National Constitutional Framework</u>	
1/1/P	Policy	
1/1/R	Routine enquiries	
1/1/1	<u>Constitution of the Republic of South Africa</u>	
1/1/1/1	Amendments	
1/1/1/2	Interpretation and legal opinions	
1/2	<u>International Legislation</u>	
1/2/P	Policy	
1/2/R	Routine enquiries	
1/2/1	<u>Name of International Law or Convention</u>	
1/2/1/1	Amendments	
1/2/1/2	Interpretation and legal opinions	
1/3	<u>National Legislation</u>	
1/3/P	Policy (includes Green and White Papers)	
1/3/R	Routine enquiries	
1/3/1	<u>Bill/ Act</u> (Including amendment legislation)	
1/3/1/1	<u>Title of Bill or Act</u> (Open a file for every Act/Bill e.g. 1/3/1/1/NAC 1 of 2010-2011)	
1/3/1/1/1	Comments and implementation	
1/3/1/1/2	Interpretation and legal opinions	
1/4	<u>Western Cape Provincial Legislation</u>	
1/4/1	<u>Bill/ Act</u>	
1/4/1/1	<u>Title of Bill/ Act</u> (Open a file for every Act/Bill e.g. 1/4/1/1/PAC 1 of 2010-2011)	
1/4/1/1/P	Policy (Includes Green and White Papers)	
1/4/1/1/R	Routine enquiries	
1/4/1/1/1	Drafting and amendments (Including Cabinet submissions and Request for assistance for Legal Advice)	
1/4/1/1/2	Comments and Implementation	
1/4/1/1/3	Interpretation and Legal Opinions	
1/4/2	<u>Subordinate Legislation</u> (Regulations, Proclamations, Guidelines and Instructions in terms of Legislation)	
1/4/2/1	<u>Title</u> (Open a file for subordinate legislation e.g. 1/4/2/1/SL 1 of 2010-2011)	
1/4/2/1/1	Comments and Implementation	
1/4/2/1/2	Interpretations and Legal Opinions	

2. ORGANISATION AND CONTROL

- (I) Matters dealt with in this main series refer to the determination of organizational goals and objectives, as well as organizational management and institutional transformation.
2. For financial control see Main Series 4.

NUMBER	DESCRIPTION	DISPOSAL
2/1	<u>Reorganisation of functions</u>	
2/1/1	Acquisition of functions	
2/1/2	Relinquishing of functions	
2/1/3	Privatisation of services and functions	
2/2	<u>Delegation of Powers</u>	
2/2/1	Permanent delegations (Open a file per Delegating Authority e.g. 2/2/1/Name of Delegating Authority)	
2/2/2	Temporary delegations (Open a file per Delegating Authority e.g. 2/2/2/Name of Delegating Authority)	
2/3	<u>Establishment of new sections/offices</u>	
2/4	<u>Planning</u>	
2/4/P	Policy	
2/4/R	Routine enquiries	
2/4/1	Strategic planning (Open a file per Department and Financial Year e.g. 2/4/1/Name of Department/2010-2011)	
2/4/2	Business plan (Open a file per Department and Financial Year e.g. 2/4/2/Name of Department/2010-2011)	
2/4/3	Annual Performance Plan (APP) (Open a file per Department and Financial Year e.g. 2/4/3/Name of Department/2010-2011)	
2/4/31	Evidence (Open a file per financial year and unit)	
2/5	<u>Office Instructions and Codes</u>	
2/5/1	Office Instructions	
2/5/2	Staff Codes (Also includes Code of Conduct)	
2/5/3	Gift register	
2/6	<u>Organisational performance systems</u>	
2/6/1	Performance audits (Open a file per Department and Financial Year e.g.2/6/1/Name of Department/2010-2011)	
2/6/2	Service delivery improvement plan (Open a file per Department and Financial Year e.g.2/6/2/Name of Department/2010-2011)	

NUMBER	DESCRIPTION	DISPOSAL
2/7	<u>Reports</u> This sub series should only be used for annual, quarterly, monthly and other reports which cannot be placed under any other main series. 2. Other reports and returns pertaining to subjects for which separate main series have been provided for should be dealt with under the relevant main series.)	
2/7/P	Policy	
2/7/R	Routine enquiries	
2/7/1	<u>Annual reports</u>	
2/7/1/1	<u>Compilation of own reports</u> (Open a file according to the name of the report e.g. 2/7/1/1/Name of Report)	
2/7/1/2	<u>Annual reports received from other departments and institutions</u> (For other publications received from government departments and other institutions see 9/7/2/1)	
2/7/1/2/1	Acknowledgement of receipt (Open a file according to the name of the department e.g. 2/7/1/2/1/Name of Department/Chief Directorate)	
2/7/2	Quarterly progress reports (Open a file according to the name of the department e.g. 2/7/2/Name of Department/Chief Directorate)	
2/7/3	Monthly progress reports (Open a file according to the name of the department e.g. 2/7/3/Name of department/Chief Directorate)	
2/8	<u>Policy and Strategy</u>	
2/8/1	<u>Strategic support</u>	
2/8/1/P	Policy	
2/8/1/R	Routine enquiry	
2/8/1/1	Research	
2/8/1/2	<u>Strategic Planning</u>	
2/8/1/2/1	Department of the Premier (Open a file for each plan and number 2/8/1/2/1/Name of Branch, component etc.)	
2/8/1/2/2	Provincial Departments (Open a file for each plan and number 2/8/1/2/2/Name of Department)	
2/8/1/2/3	<u>Performance</u>	
2/8/1/2/3/1	Department of the Premier (Open a file for each plan and number 2/8/1/2/3/1/Name of Branch, component etc.)	
2/8/1/2/3/2	Provincial Departments (Open a file for each plan and number 2/8/1/2/3/2/Name of Department)	
2/8/1/3	<u>Reports</u>	
2/8/1/3/1	<u>Provincial Treasury</u>	
2/8/1/3/1/1	Annual Performance Plan (APP)	
2/8/1/3/1/1/1	Input from clients (Open a file for each report and number, e.g. 2/8/1/3/1/1/1/Name of client)	
2/8/1/3/1/2	Quarterly report	
2/8/1/3/1/2/1	Input from clients (Open a file for each report and number e.g. 2/8/1/3/1/2/1/Name of client)	

NUMBER	DESCRIPTION	DISPOSAL
2/8/1/3/1/3	Annual report	
2/8/1/3/1/3/1	Input from clients (Open a file for each report and number, e.g. 2/8/1/3/13/1/Name of client)	
2/8/1/3/1/4	MTEC	
2/8/1/3/1/4/1	Input from clients (Open a file for each report and number as follows, e.g. 2/8/1/3/1/4/1/Name of client)	
2/8/1/3/1/4/2	APP Evaluation (Open a file for each Department, e.g. 2/8/1/3/1/4/2/Name of Department)	
2/8/1/3/2	Parliament	
2/8/1/3/2/1	Annual Performance Plan (APP)	
2/8/1/3/2/2	Annual Report	
2/8/2	Policy and Strategy Development (Open a file for each Policy/strategy, e.g. 2/8/2/Name of Policy/strategy)	
2/8/2/R	Routine enquiry	
2/8/2/1	Database	
2/8/3	<u>Policy analysis/Comments</u>	
2/8/3/1	Provincial Policy (Open a file for each Sector and Provincial Strategic Objective, e.g. 2/8/3/1/Name of Sector/PSO)	
2/8/3/2	Provincial Government intervention (Open a file for each Sector and Provincial Strategic Objective, e.g. 2/8/3/2/Name of Sector/PSO)	
2/8/3/3	National Policies (Open a file for each Sector and National Outcome, e.g. 2/8/3/3/Name of Sector/NO)	
2/8/3/4	National Strategies (Open a file for each Sector and National Outcome, e.g. 2/8/3/4/Name of Sector/NO)	
2/8/4	Policy Review (Open a file for each Sector, e.g. 2/8/4/Name of Sector)	
2/8/5	<u>Executive Advice</u> (Open a file for each Executive request, e.g. 2/8/5/Name of Requestor)	
2/8/6	<u>Programme and Project Initiation</u>	
2/8/6/1	Integrated Government Programmes (Open a file for each Sector, Provincial Strategic Objective and intervention, e.g. 2/8/6/1/Sector Name, PSO, Name of intervention)	
2/8/6/2	Departmental Specific Strategic Programmes (Open a file for each Sector, Provincial Strategic Objective and intervention, e.g. 2/8/6/2/Sector Name, PSO, Name of intervention)	
2/8/6/3	Presidential/ Other National Programmes (Open a file for each Sector, National Objective and intervention, e.g. 2/8/6/3/Sector Name, NO, Name of intervention)	
2/8/6/4	Cluster/ Departmental Strategic Development Plans (Open a file for each Sector, National Objective and intervention, e.g. 2/8/6/4/Sector Name, PSO, Name of intervention)	
2/9	<u>Strategic Management Information</u>	

NUMBER	DESCRIPTION	DISPOSAL
2/9/P	Policy	
2/9/R	Routine enquiries	
2/9/1	<u>Provincial Monitoring</u>	
2/9/1/P	Policy	
2/9/1/1	Provincial Wide Monitoring and Evaluation System (PWMES) (Open a file per phase e.g. 2/9/1/1/Name of phase)	
2/9/1/2	Reports (Open a file per financial year e.g. 2/9/1/1/2010-2011)	
2/9/2	Data Governance	
2/9/2/1	Model	
2/9/2/2	Infrastructure	
2/9/2/3	Core Directory of Common Data Sources (Open a file per Data Source, e.g. 2/9/2/3/Name of Data Source)	
2/9/3	<u>Programme and Project Performance</u>	
2/9/3/P	Policy	
2/9/3/1	Methodology and Standards	
2/9/4	<u>Executive Projects Dashboard</u>	
2/9/4/1	<u>Quarterly Reports</u> (Open a file per financial year e.g. 2/9/4/1/2010-2011)	
2/9/4/2	Enhancements and Maintenance (Open a file per financial year, e.g. 2/9/4/2/2010-2011)	
2/9/4/3	Operating Procedures, User Guides and Templates	
2/9/5	<u>Spatial Information</u>	
2/9/5/P	Policy	
2/9/5/1	Strategic Framework	
2/9/5/2	Spatial and Geographical Information Systems	
2/9/5/3	Products (Open a file per financial year e.g. 2/9/5/3/2010-2011)	
2/9/6	Provincial Projects (Open a file per project e.g 2/9/6 Name of project. Will contain information of Facilitation, M&E, Reports)	
2/10	<u>Corporate Service Centre</u>	
2/10/P	Policy	
2/10/R	Routine enquiries	
2/10/1	<u>Reports</u>	
2/10/1/1	Monthly (Open a file per Directorate e.g. 2/10/1/1/Name of Directorate)	
2/10/1/2	Quarterly (Open a file per Directorate e.g. 2/10/1/2/Name of Directorate)	
2/10/1/3	Annual (Open a file per Directorate e.g. 2/10/1/3/Name of Directorate)	
2/10/1/4	National (Open a file per name of report e.g. 2/10/1/4/Name of report)	
2/11	<u>Corporate Assurance</u>	
2/11/1	<u>Enterprise Risk Management</u>	
2/11/1/P	Policy	

NUMBER	DESCRIPTION	DISPOSAL
2/11/1/R	Routine enquiries	
2/11/1/1	Maturity model and departmental assessments (Open a file per department/cluster and financial year e.g. 2/11/1/1/Name of department/cluster/2010-2011)	
2/11/1/1/1	Processes (Open a file per department/cluster and financial year e.g. 2/11/1/1/1/Name of department/cluster/2010-2011)	
2/11/1/1/2	<u>Risk Management system</u>	
2/11/1/1/2/1	Software (Open a file per type of software e.g. 2/11/1/1/2/1/Name of software)	
2/11/1/2/2/2	International grading (Open a file per department/cluster and financial year e.g. 2/11/1/2/2/2/Name of department/cluster/2010-2011) (COSO / ISO 31000)	
2/11/1/1/3	Risk register and mitigations (Open a file per department/cluster and financial year e.g. 2/11/1/2/3/Name of department/cluster/2010-2011)	
2/11/1/1/4	Risk profile and trend analysis (Open a file per department/cluster and financial year e.g. 2/11/1/2/4/Name of department/cluster/2010-2011)	
2/11/1/1/5	ERM plan (Open a file per department/cluster and financial year e.g. 2/11/1/2/5/Name of department/cluster/2010-2011)	
2/11/1/1/6	Western Cape Government Risk Profile	
2/11/1/2	ERM Committees (Open a file per department / cluster per financial year e.g. 2/11/1/3/Name of department/cluster/2010-2011)	
2/11/1/3	Reports (Open a file per report per financial year e.g. 2/11/1/4/Name of report/2010-2011)	
2/11/1/4	Non conformance management (Open a file per report per financial year e.g. 2/11/1/5/Name of report/2010-2011)	
2/11/1/5	<u>Register</u>	
2/11/1/5/1	Achievement (Open a file per department/cluster e.g. 2/11/1/6/1/Name of report)	
2/11/1/5/2	Lessons learnt (Open a file per department/cluster e.g. 2/11/1/6/2/Name of report)	
2/11/1/6	<u>Business</u>	
2/11/1/6/1	Plan	
2/11/1/6/2	Reports	
2/11/2	<u>Forensic Investigations</u>	
2/11/2/P	Policy	
2/11/2/R	Routine enquiries	
2/11/2/1	Fraud Prevention Strategy	
2/11/2/2	Fraud Prevention Plans (Open a file per department and financial year e.g. 2/11/2/2/Name of department/2011-2012)	
2/11/2/3	Investigations (Open a file per FIU number and financial year e.g. 2/11/2/3/FIU number/2011-	

NUMBER	DESCRIPTION	DISPOSAL
	2012)	
2/11/2/4	Prevention (Open a file per intervention and financial year e.g. 2/11/2/4/Name of intervention/2011-2012)	
2/11/2/5	Legal	
2/11/3	<u>Internal Audit</u>	
2/11/3/P	Policy	
2/11/3/R	Routine enquiries	
2/11/3/1	Rolling Three Year Operational Plans (Open a file per department and financial year e.g. 2/11/3/1/Name of department/2011-2012)	
2/11/3/1/1	Engagements (Projects) (Open a file per department, audit area and per financial year e.g. 2/11/3/1/1/Name of department/Audit area/2011-2012)	
2/11/3/1/2	<u>Reports</u>	
2/11/3/1/2/1	Monthly Progress (Open a file per department and financial year e.g. 2/11/3/1/2/1/Name of department/2011-2012)	
2/11/3/1/2/2	Quarterly Audit Committee (Open a file per cluster, and per financial year e.g. 2/11/3/1/2/2/Name of cluster/2011-2012)	
2/11/3/1/3	<u>Quality assurance and improvement programme</u> (Open a file per financial year, e.g. 2/11/3/1/3/Financial year and file numerical.)	
2/11/3/1/4	<u>Audit Committees</u>	
2/11/3/1/4/1	Service Contracts (Open a file per cluster e.g. 2/11/3/1/4/1/Name of cluster)	
2/11/3/1/4/2	Correspondence (Open a file per cluster e.g. 2/11/3/1/4/2/Name of cluster)	

3. HUMAN RESOURCE MANAGEMENT / PEOPLE MANAGEMENT

- (I) This main series deal with all functions relating to the management of the department's employees. Files under this main series should be used for general employees' matters only.
- (II) Correspondence in connection with a particular person is placed on the personal files, which do not form part of this file plan. See the List of Series of Separate Case Files attached as iv.
- (III) Persal Institution Number to be used for all case files. Attached as v.

NUMBER	DESCRIPTION	DISPOSAL
3/1	<u>Organisation Development</u>	
3/1/1	<u>Organizational Behaviour</u>	
3/1/1/1	Employee health and Wellness	
3/1/1/1/P	Policy	
3/1/1/1/R	Routine Enquiries	
3/1/1/1/1	<u>First level of care</u>	
3/1/1/1/1/1	Assessments and referrals	
3/1/1/1/1/2	Reasonable accommodation for people with disabilities	
3/1/1/1/2	<u>Reports</u>	
3/1/1/1/2/1	Service providers (Open a file per Service Provider and financial year e.g. 3/1/1/1/2/1/Name of Service Provider/2010-2011)	
3/1/1/1/2/2	Transversal Wellness Contract (Open a file per Department e.g. 3/1/1/1/2/2/Name of Department per Financial Year)	
3/1/1/1/2/3	Monthly (Open a file per Department e.g. 3/1/1/1/2/3/Name of Department per Financial Year)	
3/1/1/1/2/4	Quarterly (Open a file per Department e.g. 3/1/1/1/2/4/Name of Department per Financial Year)	
3/1/1/1/2/5	Annually (Open a file per Department e.g. 3/1/1/1/2/5/Name of department per Financial Year)	
3/1/1/1/2/6	HIV and AIDS (Open a file per Department e.g. 3/1/1/1/2/6/Name of Department per Financial Year (C)) (File to be dealt with as confidential)	
3/1/1/1/2/7	Readiness Assessment	
3/1/1/1/2/8	Needs Assessment	
3/1/1/1/3	Services Promotion	
3/1/1/1/4	<u>Promotion</u>	
3/1/1/1/4/1	Raising Awareness	
3/1/1/1/4/2	Campaigns	
3/1/1/1/5	Monitoring and evaluation (Open a file per Department and financial year e.g. 3/1/1/1/5/Name of	

NUMBER	DESCRIPTION	DISPOSAL
	department/2010-2011)	
3/1/1/1/5/1	Contract management	
3/1/1/1/6	Programme (Open a file per Financial Year e.g. 3/1/1/1/6/2010-2011)	
3/1/1/1/7	Procedures and Guidelines	
3/1/1/2	Provincial Assessment Centre	
3/1/1/2/P	Policy	
3/1/1/2/R	Routine Enquiries	
3/1/1/2/1	Service Providers	
3/1/1/3	Behaviour Interventions	
3/1/1/3/R	Routine Enquiries	
3/1/1/3/1	Reports	
3/1/1/4	Research and Capacity Building	
3/1/1/4/R	Routine Enquiries	
3/1/1/4/1	Surveys (Open a file per Survey e.g. 3/1/1/4/1/Name of survey)	
3/1/1/4/2	Methodologies	
3/1/2	<u>Process Design and Improvement</u>	
3/1/2/P	Policy	
3/1/2/1	Process Design Interventions (Open a file per Department e.g. 3/1/2/1/Name of department)	
3/1/2/2	Transversal: Process Design Interventions (Open a file per request e.g. 3/1/3/2/Name of intervention)	
3/1/2/3	Batho Pele Interventions Open a file per Department e.g. 3/1/2/3/Name of department)	
3/1/2/3/1	Transversal (Open a file per request e.g. 3/1/2/3/1/Name of intervention)	
3/1/2/4	Service Delivery Interventions Open a file per Department e.g. 3/1/2/4/Name of department)	
3/1/2/5	Transversal (Open a file per request e.g. 3/1/2/5/Name of intervention)	
3/1/3	<u>Organisation Design</u>	
3/1/3/P	Policy	
3/1/3/R	Routine Enquiries	
3/1/3/1	Departmental Organisation and Establishment Interventions (Open a file per Department e.g. 3/1/3/1/Name of department)	
3/1/3/2	Transversal Organisation and Establishment Interventions (Open a file per request e.g. 3/1/3/2 Name of intervention)	
3/1/3/3	Job Evaluation Departmental (Open a file per Department e.g. 3/1/3/3/Name of department)	
3/1/3/4	Job Evaluation Transversal (Open a file per request e.g. 3/1/3/4/Name of request)	
3/1/3/5	Job evaluation National Coordination Processes (Open a file per coordination process, e.g. 3/1/3/5/Name of Process)	
3/1/3/6	Occupational Specific Dispensation (OSD) (Open a file per occupation or occupation group e.g. 3/1/3/6/ Occupation)	
3/1/3/7	Code of Remuneration (CORE)	
3/1/4	<u>Transversal Change Management Initiatives</u>	

NUMBER	DESCRIPTION	DISPOSAL
3/1/4/P	Policy	
3/1/4/R	Routine Enquiries	
3/1/4/1	Integrated Tools and Methodologies	
3/1/4/2	Integrated Projects	
3/2	<u>Provincial Training Institute</u>	
3/2/P	Policy	
3/2/R	Routine Enquiries	
3/2/1	<u>Programme Design</u>	
3/2/1/P	Policy	
3/2/1/R	Routine Enquiries	
3/2/1/1	<u>Training needs Assessment</u>	
3/2/1/1/1	Skills needs analysis (Open a file per project e.g. 3/2/1/1/1/Name of Project)	
3/2/1/1/2	Training Impact assessment (Open a file per project e.g. 3/2/1/1/2/Name of Project)	
3/2/1/1/3	Co-ordination of Learner ships and Internships (Open a file per project e.g. 3/2/1/1/3/Name of Project)	
3/2/1/1/4	Mentorship (Open a file per project e.g. 3/2/1/1/4/Name of Project)	
3/2/1/1/5	HRD Partnerships (Open a file per project e.g. 3/2/1/1/5/Name of Project)	
3/2/1/2	<u>Curriculum Development and Quality assurance</u>	
3/2/1/2/1	Curriculum Development & Research (Open a file per project e.g. 3/2/1/2/1/Name of Project)	
3/2/1/2/2	Quality management System (Open a file per project e.g. 3/2/1/2/2/Name of Project)	
3/2/1/2/3	Resource Centre (Open a file per project e.g. 3/2/1/2/3/Name of Project)	
3/2/2	<u>Programme Delivery</u>	
3/2/2/P	Policy	
3/2/2/R	Routine Enquiries	
3/2/2/1	Planning & Scheduling	
3/2/2/2	eLearning methodology	
3/2/2/3	Core Learning areas (Open a file per learning area e.g. 3/2/2/3/Name of Learning Area)	
3/2/3	Report (Open a file per name of report e.g. 3/2/3/Name of report)	
3/3	<u>Human Resource Management</u>	
3/3/P	Policy	
3/3/R	Routine Enquiries	
3/3/1	<u>Policy and Planning</u>	
3/3/1/1	<u>Policy development</u>	
3/3/1/1/R	Routine Enquiries	
3/3/1/1/1	Process (Open a file per policy e.g. 3/3/1/1/1/Name of Policy)	

NUMBER	DESCRIPTION	DISPOSAL
3/3/1/1/2	Directives	
3/3/1/1/3	Guidelines	
3/3/1/1/4	Circulars	
3/3/1/1/5	Advisory services	
3/3/1/2	<u>HR Plan and Implementation Reports</u> (Open a file per Persal Institution Number e.g. 3/3/1/2/Persal Institution Number)	
3/3/1/2/P	Policy	
3/3/1/2/R	Routine Enquiries	
3/3/1/3	<u>Monitoring and Evaluation</u>	
3/3/1/3/R	Routine Enquiries	
3/3/1/3/1	Reports (Open a file per Persal Institution Number e.g. 3/3/1/3/1/Persal Institution Number)	
3/3/1/3/2	Oversight Report (Open a file per Persal Institution Number and financial year e.g. 3/3/1/3/2/Persal Institution Number/2011-2012)	
3/3/1/3/3	Projects (Open a file per Project e.g. 3/3/1/3/3/Name of Project)	
3/3/1/4	<u>Research and Product Development</u>	
3/3/1/4/R	Routine Enquiries	
3/3/1/4/1	Paper (Open a file per topic e.g. 3/3/1/4/1/Name of topic)	
3/3/1/4/2	Projects (Open a file per Project e.g. 3/3/1/4/2/Name of Project)	
3/3/1/4/3	OSD co-ordination (Open a file per Persal Institution Number e.g. 3/3/1/4/3/Persal Institution Number)	
3/3/1/5	Employment Equity Plan and Reports (Open a file per Persal Institution Number e.g. 3/3/1/5/Persal Institution Number)	
3/3/1/5/P	Policy	
3/3/1/5/R	Routine Enquiries	
3/3/1/5/1	Statistics	
3/3/2	<u>Practices and Administration</u>	
3/3/2/1	Advertising (Open a file per Persal Institution Number e.g. 3/3/2/1/Persal Institution Number)	
3/3/2/1/P	Policy	
3/3/2/1/R	Routine Enquiries	
3/3/2/1/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/1/1/Name of report and / or Persal Institution Number)	
3/3/2/1/2	Service providers (Open a file per name of Service provider e.g. 3/3/2/1/2/Name of Service provider)	
3/3/2/2	<u>Recruitment and selection</u> (Open a file per Persal Institution Number and post number e.g. 3/3/2/2/Persal Institution Number/post number)	

NUMBER	DESCRIPTION	DISPOSAL
3/3/2/2/P	Policy	
3/3/2/2/R	Routine Enquiries	
3/3/2/2/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/2/1/Name of report and / or Persal Institution Number)	
3/3/2/3	<u>Appointment</u> (Open a file per Persal Institution Number and post number e.g. 3/3/2/3/Persal Institution Number/post number) (See SP file in list of isolated case files)	
3/3/2/3/P	Policy	
3/3/2/3/R	Routine Enquiries	
3/3/2/3/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/3/1/Name of report and / or Persal Institution Number)	
3/3/2/3/2	Transfers (Open a file per Persal Institution Number e.g. 3/3/2/3/2/Persal Institution Number)	
3/3/2/3/3	Secondments (Open a file per Persal Institution Number e.g. 3/3/2/3/3/Persal Institution Number)	
3/3/2/4	<u>Condition of service</u>	
3/3/2/4/P	Policy	
3/3/2/4/R	Routine enquiries	
3/3/2/4/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/4/1/Name of report and / or Persal Institution Number)	
3/3/2/4/2	<u>Overtime authorisations</u> (Open a file per Persal Institution Number and financial year e.g. 3/3/2/4/2/Persal Institution Number/2011-2012)	
3/3/2/4/2/1	<u>Claims</u> (Open a file per Persal Institution Number and financial year e.g. 3/3/2/4/2/1/Persal Institution Number/2011-2012)	
3/3/2/4/3	<u>Leave</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/3/Persal Institution Number)	
3/3/2/4/3/1	<u>PILIR</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/3/1/Persal Institution Number)	
3/3/2/4/4	<u>Allowances</u> (Open a file per type of allowance and Persal Institution Number e.g. 3/3/2/4/4/Type of allowance/Persal Institution Number)	
3/3/2/4/5	<u>Injury on duty</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/5/Persal Institution Number)	
3/3/2/4/6	<u>Terminations</u> (Open a file per Persal Institution Number e.g. 3/3/2/4/6/Persal Institution Number)	
3/3/2/4/7	Medical aid (Open a file per Persal Institution Number e.g. 3/3/2/4/7/Persal Institution Number)	

NUMBER	DESCRIPTION	DISPOSAL
	Number)	
3/3/2/4/8	Bulk verifications (Open a file per Persal Institution Number e.g. 3/3/2/4/8/Persal Institution Number)	
3/3/2/4/9	Acceptance of gifts (Open a file per Persal Institution Number e.g. 3/3/2/4/9/Persal Institution Number)	
3/3/2/4/10	Occupation Specific Dispensation (OSD) implementation (Open a file per Persal Institution Number e.g. 3/3/2/4/10/Persal Institution Number)	
3/3/2/4/11	PERSAL (Open a file per Persal Institution Number e.g. 3/3/2/4/11/Persal Institution Number)	
3/3/2/4/12	Remunerative Work Outside the Public Services (RWOPS)	
3/3/2/5	<u>Establishment</u> (Open a file per Persal Institution Number e.g. 3/3/2/5/Persal Institution Number)	
3/3/2/5/R	Routine enquiries	
3/3/2/5/1	Reports (Open a file per Persal Institution Number e.g. 3/3/2/5/1/Persal Institution Number)	
3/3/2/5/2	Amendments (Open a file per Persal Institution Number e.g. 3/3/2/5/2/Persal Institution Number)	
3/3/2/6	<u>Relationship managers</u> (Open a file per Persal Institution Number e.g. 3/3/2/6/Persal Institution Number)	
3/3/2/6/1	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/6/1/Name of report and / or Persal Institution Number)	
3/3/2/7	<u>Call / walk-in centre</u> (Open a file per Persal Institution Number e.g. 3/3/2/7/Persal Institution Number)	
3/3/2/7/P	Policy	
3/3/2/7/R	Routine enquiries	
3/3/2/7/1	Call Centre Database	
3/3/2/7/2	Responses	
3/3/2/7/3	Reports (Open a file per name of report and / or Persal Institution Number e.g. 3/3/2/7/4/Name of report and / or Persal Institution Number)	
3/3/3	<u>Performance Management and Development</u>	
3/3/3/1	<u>Individual Performance</u> (For individual performance agreements and assessments see the List of Series of Separate Case files)	
3/3/3/1/P	Policy	
3/3/3/1/R	Routine Enquiries	
3/3/3/1/1	Circulars	
3/3/3/1/2	Career incidents for HOD's	
3/3/3/1/3	Special Provincial Awards (37.2C)	

NUMBER	DESCRIPTION	DISPOSAL
3/3/3/1/3/1	Submissions and Approvals (Open a file per Persal Institution Number e.g. 3/3/3/1/3/1/Persal Institution Number)	
3/3/3/1/4	PERMIS	
3/3/3/1/5	Moderation (Open a file per Persal Institution Number e.g. 3/3/3/1/5/Persal Institution Number)	
3/3/3/2	<u>Development matters</u>	
3/3/3/2/P	Policy	
3/3/3/2/R	Routine Enquiries	
3/3/3/2/1	Circulars	
3/3/3/3	<u>Bursaries</u>	
3/3/3/3/1	Internal (Open a file per Persal Institution Number e.g. 3/3/3/3/1/Persal Institution Number)	
3/3/3/3/2	External (Open a file per Persal Institution Number e.g. 3/3/3/3/2/Persal Institution Number)	
3/3/3/3/3	Scholarship (Open a file per Persal Institution Number e.g. 3/3/3/3/3/Persal Institution Number)	
3/3/3/3/4	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/3/5/Persal Institution Number)	
3/3/3/4	<u>Internship</u> (For individual interns see the List of Series of Separate Case files)	
3/3/3/4/1	<u>Report</u> (Open a file per Persal Institution Number e.g. 3/3/3/4/1/Persal Institution Number)	
3/3/3/4/2	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/4/2/Persal Institution Number)	
3/3/3/5	<u>Learnership</u> (For individual learners see the List of Series of Separate Case files)	
3/3/3/5/1	<u>Report</u> (Open a file per Persal Institution Number e.g. 3/3/3/5/1/Persal Institution Number)	
3/3/3/5/2	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/5/2/Persal Institution Number)	
3/3/3/6	<u>ABET</u> (For individual learners see the List of Series of Separate Case files)	
3/3/3/6/1	<u>Report</u> (Open a file per Persal Institution Number e.g. 3/3/3/6/1/Persal Institution Number)	
3/3/3/6/2	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/6/2/Persal Institution Number)	
3/3/3/6/3	Probations	

NUMBER	DESCRIPTION	DISPOSAL
	(For individuals see the List of Series of Separate Case files)	
3/3/3/6/4	Managing Poor Performance (For individuals see the List of Series of Separate Case files)	
3/3/3/7	<u>Training and development</u>	
3/3/3/7/1	Development Implementation Plan (Open a file per Persal Institution Number e.g. 3/3/3/7/1/Persal Institution Number)	
3/3/3/7/1/1	Report (Open a file per Persal Institution Number e.g. 3/3/3/7/1/1/Persal Institution Number)	
3/3/3/7/2	Workplace Skills Plan and Annual Training Report (WSP) (Open a file per Persal Institution Number e.g. 3/3/3/7/2/Persal Institution Number)	
3/3/3/7/2/1	Quarterly Monitoring (Open a file per Persal Institution Number e.g. 3/3/3/7/2/1/Persal Institution Number)	
3/3/3/7/2/2	Quarterly Training Expenditure (Open a file per Persal Institution Number e.g. 3/3/3/7/2/2/Persal Institution Number)	
3/3/3/7/2/3	Submissions and approvals (Open a file per Persal Institution Number e.g. 3/3/3/7/2/3/Persal Institution Number)	
3/3/3/7/2/4	Roll out of training interventions (Open a file per Persal Institution Number e.g. 3/3/3/7/2/4/Persal Institution Number)	
3/3/3/7/3	Skills Development Facilitator	
3/3/3/7/4	Sector Education and Training Authorities	
3/3/3/7/5	Skills audit (Open a file per Persal Institution Number e.g. 3/3/3/7/5/Persal Institution Number)	
3/3/3/7/6	Public Service Induction (Open a file per Persal Institution Number e.g. 3/3/3/7/6/Persal Institution Number)	
3/3/3/7/6/1	Departmental Induction (Open a file per Persal Institution Number e.g. 3/3/3/7/6/1/Persal Institution Number)	
3/3/3/8	Premiers Special Project	
3/3/3/9	Financial disclosures (Open a file per financial year e.g. 3/3/3/9/Financial year)	
3/3/4	<u>Employee Relations</u>	
3/3/4/P	Policy	
3/3/4/R	Routine Enquiries	
3/3/4/1	<u>Research and Capacity Building</u>	
3/3/4/1/1	Labour monitor	
3/3/4/1/2	Training (Open a file per training course e.g. 3/3/4/1/2/Training course)	
3/3/4/1/3	Appeals (Open a file per Persal Institution Number e.g. 3/3/4/1/3/Persal Institution Number)	

NUMBER	DESCRIPTION	DISPOSAL
	Number)	
3/3/4/1/4	Research (Open a file per Persal Institution Number e.g. 3/3/4/1/4/Persal Institution Number)	
3/3/4/1/5	Advisory Service (Open a file per Persal Institution Number e.g. 3/3/4/1/5/Persal Institution Number)	
3/3/4/2	<u>Collective bargaining</u>	
3/3/4/2/1	National Bargaining councils (Open a file per Bargaining Council e.g. 3/3/4/2/1/Name of council)	
3/3/4/2/2	Provincial Bargaining Chambers (Open a file per Bargaining Chambers e.g. 3/3/4/2/2/Name of chambers)	
3/3/4/2/3	Collective agreements (Open a file per agreement e.g. 3/3/4/2/3/Name of agreement)	
3/3/4/2/4	Collective Dispute Resolutions	
3/3/4/2/5	Trade Unions (Open a file per a Trade Union e.g. 3/3/4/2/5/Name of Trade Union)	
3/3/4/2/6	Strikes (Open a file per Persal Institution Number e.g. 3/3/4/2/6/Persal Institution Number)	
3/3/4/2/7	IMLC (Open a file per Persal Institution Number e.g. 3/3/4/2/7/Persal Institution Number)	
3/3/4/2/8	Labour Relations Forums (Open a file per forum e.g. 3/3/4/2/8/Name of forum)	
3/3/4/3	<u>Misconduct, Disputes and Grievances</u>	
3/3/4/3/1	Grievance (See list of separate case files)	
3/3/4/3/1/1	Report	
3/3/4/3/2	Disputes (See list of separate case files)	
3/3/4/3/3	<u>Disciplinary</u>	
3/3/4/3/3/1	Progressive (See list of separate case files)	
3/3/4/3/3/2	Formal (See list of separate case files)	
3/3/4/3/3/3	Reports	
3/4	<u>HUMAN CAPITAL MANAGEMENT</u>	
3/4/P	Policy	
3/4/R	Routine Enquiries	
3/4/1	Co-ordination (Open a file per issue e.g. 3/4/1/issue)	

4. INTERNAL FINANCIAL MANAGEMENT

- (l) The files in this main series deal with functions relating to raising, allocating, using and accounting of the financial resources of the department.

NUMBER	DESCRIPTION	DISPOSAL
4/P	Policy	
4/R	Routine enquiries	
4/1	<u>Budget</u>	
4/1/P	Policy	
4/1/R	Routine enquiries	
4/1/1	Compilation of main budget (Open a file per financial year per department e.g. 4/1/1/Name of department/2010-2011)	
4/1/1/1	Input (Open a file per financial year per business unit e.g. 4/1/1/1/Name of business unit/2010-2011)	
4/1/2	Compilation of adjustment budget (Open a file per financial year per department e.g. 4/1/2/Name of department/2010-2011)	
4/1/2/1	Input (Open a file per financial year per business unit e.g. 4/1/2/1/Name of business unit/2010-2011)	
4/1/3	<u>Reports</u> (Open a file per financial year per name of report e.g. 4/1/3/Name of report/2010-2011) (Reports on expenditure will also be dealt under this report)	
4/1/4	<u>Revenue</u> (Open a file per financial year per name of revenue source e.g. 4/1/4/Name of revenue source/2010-2011) (Includes gifts, donations and sponsorships received)	
4/1/4/P	Policy	
4/1/4/R	Routine enquiries	
4/1/4/1	Tariffs and charges	
4/1/5	Conditional grants (Open a file per financial year and type of grant e.g. 4/1/5/Type of grant/2010-2011)	
4/2	<u>Accounting responsibility</u>	
4/2/P	Policy	
4/2/R	Routine enquiries	
4/2/1	Safety of state monies	
4/2/2	Safe and Safe keys (Also includes hand-over certificates for safes, content and safe keys.)	
4/2/3	Financial statements (Open a file per financial year per department e.g. 4/2/3/Name of department/2010-2011)	

NUMBER	DESCRIPTION	DISPOSAL
4/2/3/P	Policy	
4/2/3/R	Routine enquiries	
4/2/3/1	Compilation of annual (Open a file per financial year e.g. 4/2/3/1/2010-2011)	
4/2/3/1/1	Inputs (Open a file per financial year per business unit e.g. 4/2/3/1/1/Name of business unit/2010-2011)	
4/2/3/2	Compilation of interim (Open a file per quarter and financial year e.g. 4/2/3/2/Name of quarter/2010-2011)	
4/2/3/2/1	Inputs (Open a file per financial year per business unit e.g. 4/2/3/2/1/Name of business unit/2010-2011)	
4/2/4	Revenue pay-over (Open a file per financial year e.g. 4/2/4/2010-2011)	
4/3	Expenditure	
4/3/P	Policy	
4/3/R	Routine enquiries	
4/4	Banking Arrangements	
4/4/1	<u>Banking</u>	
4/4/1/P	Policy	
4/4/1/R	Routine enquiries	
4/4/1/1	Bank reconciliation	
4/4/1/2	Authorisation by signature	
4/4/1/3	Writeback / Recalls	
4/4/1/4	Dishonoured cheques	
4/4/1/5	Departmental Fin 448s	
4/4/1/6	Electronic Fund Transfers (EFT's)	
4/4/1/7	Daily cash flow	
4/4/1/8	Nominated account payments	
4/4/1/9	Foreign transfers / payments	
4/4/2	<u>Accounting</u>	
4/4/2/P	Policy	
4/4/2/R	Routine enquiries	
4/4/2/1	Sundry payments	
4/4/2/2	Document control	
4/4/3	<u>Systems</u>	
4/4/3/P	Policy	
4/4/3/R	Routine enquiries	
4/4/3/1	Other systems (Not separately provided for)	
4/4/3/2	Basic Accounting System (BAS)	
4/4/3/2/1	Password reset	
4/4/3/2/2	Login statistics on dormant users	
4/4/3/2/3	Applications / Amendments of user profiles	
4/4/3/2/4	Deletion of user profiles	
4/4/3/2/5	Reviews and validity of system users	

NUMBER	DESCRIPTION	DISPOSAL
4/4/4	<u>Bookkeeping</u>	
4/4/4/P	Policy	
4/4/4/R	Routine enquiries	
4/4/4/1	Claims	
4/4/4/2	Control of ledger and appropriate accounts	
4/4/5	<u>Salary administration</u>	
4/4/5/P	Policy	
4/4/5/R	Routine enquiries	
4/4/5/1	<u>Debt</u>	
4/4/5/1/1	Attachment	
4/4/5/1/2	Personnel debt (Open a file for each case, e.g. 4/4/5/1/2/Persal number.)	
4/4/5/2	<u>Deductions</u>	
4/4/5/2/1	Pension fund	
4/4/5/2/2	Employees' tax	
4/4/5/2/3	Insurance	
4/4/5/2/4	Medical aid	
4/4/5/2/5	SETA	
4/4/5/2/6	Housing	
4/4/5/2/7	Unemployment Insurance Fund (UIF)	
4/4/5/2/8	Garnishee orders	
4/4/5/3	<u>Reconciliations</u> (Open a file for every case e.g. 4/4/5/3/Name of case)	
4/4/6	<u>Cashiers</u>	
4/4/6/P	Policy	
4/4/6/R	Routine enquiries	
4/4/6/1	Appointments	
4/4/6/2	Petty cash (includes replenishments)	
4/4/6/3	Handover certificates	
4/4/6/4	Receipts and deposits	
4/4/7	Face-value forms	
4/4/8	Interest, returned subsidies and cheque schedules	
4/4/9	Cancelled receipts	
4/5	<u>Funds</u>	
4/5/P	Policy	
4/5/R	Routine enquiries	
4/5/1	<u>Own Departmental Development / Donor Funding</u> (Open a file per fund e.g. 4/5/1/Name of fund / Donor)	
4/5/1/P	Policy	
4/5/1/R	Routine enquiries	
4/5/1/1	Allotment / In-year Monitoring (IYM) (Open a file for each financial year, e.g. 4/5/1/1/2015-2016)	
4/5/1/2	<u>Debtors system</u>	
4/5/1/2/P	Policy	
4/5/1/2/R	Routine enquiries	
4/5/1/2/1	System controller	
4/5/1/2/1/1	Debtor bar-coded cards	

NUMBER	DESCRIPTION	DISPOSAL
4/5/1/2/1/2	Resource Access Control Facility Reports (RECAF)	
4/5/1/2/1/3	Password reset	
4/5/1/2/1/4	Applications / Amendments of user profiles	
4/5/1/2/1/5	Deletion of user profiles	
4/5/1/2/1/6	Reviews and validity of system users	
4/5/1/2/1/7	Testing of system functions	
4/5/1/2/1/8	Clearances of National Debtor System (NDS) accounts	
4/6	<u>Internal control</u>	
4/6/1	Inspections (Open a file per financial year for each organisation, e.g. 4/6/1/Name of organization/2010-2011 and file alphabetically.)	
4/6/2	Investigations (Open a file per financial year for each business unit, e.g. 4/6/2/Name of business unit/2010-2011 and file alphabetically.)	
4/6/3	Auditors' queries	
4/6/3/1	Internal/Forensic (Open a file for each financial year, e.g. 4/6/3/1/2015-2016)	
4/6/3/2	Auditor-general's queries (Open a file for each financial year, e.g. 4/6/3/2/2015-2016)	
4/6/3/2/1	Housing Development Fund (Open a file for each financial year, e.g. 4/6/3/2/1/2015-2016.)	
4/6/3/3	Auditor-general's Report (Open a file for each financial year, e.g. 4/6/3/3/2015-2016)	
4/6/4	Standing committees	
4/6/4/1	Enquiries and answers	
4/6/5	Theft and loss (Open a file for each case, e.g. 4/6/5/Register number.)	
4/6/5/B	Policy	
4/6/5/R	Routine enquiries	
4/6/5/1	Fraud investigations	
4/6/6	<u>Verification</u> (Open a file per financial year for each business unit, i.e. 4/6/6/Name of Business unit/2012/2013)	
4/6/6/R	Routine enquiries	
4/6/7	Special Investigations Unit	
4/6/7/R	Routine enquiries	

5. SUPPLY CHAIN MANAGEMENT

- (i) This main series deal with all functions regarding the acquisition, maintenance and management of consumables.
- (ii) For settlement of accounts see sub series 4/5.

NUMBER	DESCRIPTION	DISPOSAL
5/P	Policy	
5/R	Routine enquiries	
5/1	<u>Procurement</u>	
5/1/P	Policy	
5/1/1	External advertisements	
5/1/2	Request for quotes invited by Supply Chain Management (Open a file per case e.g. 5/1/2/Name of case)	
5/1/3	Request for bids (Open a file per bid number allocated e.g. 5/1/3/Number of bid)	
5/1/3/1	Unsuccessful bids (Open a file per bid number allocated e.g. 5/1/3/1/Number of bid)	
5/1/4	Contract (Open a file per contract / number e.g. 5/1/4/Name / number of contract) (Signed service level agreements and memorandum of understandings if applicable must be filed here)	
5/1/5	Database (Open a file per database e.g. 5/1/5/Name of database)	
5/1/6	Emergency (Open a file per department e.g. 5/1/6/Name of department)	
5/1/7	Reports (Open a file per type of report e.g. 5/1/7/Type of report)	
5/1/8	Training and development (Includes logistics)	
5/2	<u>Provisioning</u>	
5/2/P	Policy	
5/2/R	Routine enquiries	
5/2/1	LOGIS system	
5/2/1/1	Password reset	
5/2/1/2	Login statistics on dormant users	
5/2/1/3	Applications / Amendments of user profiles	
5/2/1/4	Deletion of user profiles	
5/2/1/5	Reviews and validity of system users	
5/2/2	Database requisitions	
5/2/3	Stationary store	
5/2/3/1	Catalogue	
5/2/3/2	Stock taking	
5/2/3/2/1	Appointment	
5/2/3/2/2	Disposal	
5/2/4	Reporting	

NUMBER	DESCRIPTION	DISPOSAL
5/2/5	Training and development	
5/3	<u>Asset Management</u>	
5/3/P	Policy	
5/3/R	Routine enquiries	
5/3/1	Asset / inventory register	
5/3/1/1	Bar-coding	
5/3/1/2	Movements	
5/3/1/3	Transfers	
5/3/1/4	Disposals	
5/3/1/5	Heritage	
5/3/1/6	Stocktaking	
5/3/1/7	Inventory lists	
5/3/1/8	Reconciliation	
5/3/2	Reporting (Open a file per type of report e.g. 5/3/2/Type of report)	
5/3/3	Safeguard of assets	
5/3/4	Training and development	
5/3/5	Barcoded asset auditing system (BAUD)	

6. INTERNAL FACILITIES MANAGEMENT

- (i) The files in this main series deal with all functions regarding the planning, designing, and managing of buildings, their mechanical and electrical installations and air-conditioning, plants, equipment and furniture, and grounds, equipment and furniture etc., as well as postal and telecommunication services.

NUMBER	DESCRIPTION	DISPOSAL
6/1	<u>Buildings and Grounds</u>	
6/1/P	Policy	
6/1/R	Routine enquiries	
6/1/1	Government immovable asset management act (GIAMA)	
6/1/1/1	User asset management plan (UAMP)	
6/1/2	<u>Maintenance</u> (Including renovations and restorations)	
6/1/2/1	<u>Buildings</u>	
6/1/2/1/1	Not separately provided for	
6/1/2/1/2	Air-conditioner and climate control	
6/1/2/1/2/1	Complaints	
6/1/2/1/3	Electrical installations and equipment	
6/1/2/1/4	Security installations	
6/1/2/1/4/1	Stack room doors	
6/1/2/1/5	Lifts	
6/1/2/2	Grounds	
6/1/3	Cleaning of buildings, offices and grounds (Including complaints)	
6/1/3/1	Pest Control	
6/1/4	Tea services (Including complaints)	
6/1/5	Beautifying of buildings and grounds	
6/1/6	Usage of facilities by other institutions/persons (Only for the use of accommodation, e.g. conference room.)	
6/1/7	Allocation and utilization of offices, stores etc. (Open a file per project e.g. 6/1/7/Name of project)	
6/2	<u>Equipment and furniture</u>	
6/2/P	Policy	
6/2/R	Routine enquiries	
6/2/1	<u>Supply control administration</u>	
6/2/1/1	Specifications	
6/2/1/2	<u>Stocktaking</u>	
6/2/1/2/P	Policy	
6/2/1/2/1	Master inventory and asset register	
6/2/1/2/2	Stocktaking	
6/2/1/3	<u>Loss control</u>	
6/2/1/3/P	Policy	
6/2/1/3/1	Statistics and reports on losses	

NUMBER	DESCRIPTION	DISPOSAL
6/2/1/4	Disposal of surplus and unserviceable supplies	
6/2/1/5	Return of empty containers	
6/2/1/6	Usage by other institutions/persons (Only the use of supplies by other institutions/persons.)	
6/2/2	<u>Acquisition, maintenance and transfer</u>	
6/2/2/1	Equipment and furniture not separately provided for	
6/2/2/2	Photocopiers	
6/2/2/3	<u>Computers and electronic media</u> (1. For computer networks, e-mail and internet see 8/5 subseries)	
6/2/2/3/1	Hardware (Including printers, scanners, programs, etc.)	
6/2/2/3/2	Peripherals (E.g. mouse pads, CDs, DVDs, memory sticks, etc.)	
6/2/2/3/3	Software	
6/2/2/3/4	Complaints and failures	
6/2/2/4	Office furniture (Excluding computer equipment.)	
6/2/2/5	Stack room shelves	
6/2/2/6	Trolleys and ladders	
6/2/2/7	Steel trunks, padlocks and keys	
6/2/2/8	Microfilm equipment	
6/2/2/9	Electric fans and heaters	
6/2/2/10	Fire extinguishers and hoses	
6/2/2/11	Cleaning equipment	
6/2/2/12	Garden equipment	
6/2/2/13	Conservation equipment	
6/2/2/14	Office locks and keys	
6/2/2/14/1	Register	
6/2/2/14/2	Hand over certificates	
6/2/2/14/3	Replacement	
6/2/2/15	Fax machines	
6/2/2/16	Flags, flag poles and coat of arms	
6/2/2/17	Audiovisual apparatus (E.g. television, DSTV, video machine, video camera, cassettes, etc.)	
6/2/2/17/1	Renewal of licenses	
6/2/2/18	Tape recorders, dicta phones and cassettes	
6/2/2/19	Photographic equipment	
6/2/2/20	Safes	
6/2/2/20/1	Handover certificates and safe details	
6/2/2/21	Emergency communication connections (E.g. radios)	
6/2/2/22	Kitchen equipment	
6/2/2/23	Laundry equipment	
6/2/2/24	Medical equipment (Also includes medical laboratory equipment.)	
6/2/2/25	Workshop equipment	
6/3	<u>Postal services</u>	

NUMBER	DESCRIPTION	DISPOSAL
	(Includes the acquisition of post bags.)	
6/3/P	Policy	
6/3/R	Routine enquiries	
6/3/1	Renewal of post box	
6/3/2	Postal bag	
6/3/3	Franking machine	
6/3/3/1	Maintenance	
6/3/3/2	Postage	
6/3/3/3	Reports	
6/4	Telecommunication Services (1. Includes telephones, switchboard and directories.)	
6/4/1	<u>Land lines</u>	
6/4/1/P	Policy	
6/4/1/R	Routine enquiries	
6/4/1/1	Acquiring and application	
6/4/1/2	Allocation of extensions and re-routing	
6/4/1/3	Telephone accounts (Open a file per month and financial year e.g. 6/4/1/3/Name of month/2015-2016)	
6/4/2	<u>Cellular phones</u>	
6/4/2/P	Policy	
6/4/2/R	Routine enquiries	
6/4/2/1	Acquiring of	
6/4/2/2	Requests for renewal/issuing	
6/4/2/3	Maintenance and repairs	
6/4/2/4	Roaming	
6/4/2/5	Accounts (Open a file per month and financial year e.g. 6/4/2/5/Name of month/2015-2016)	
6/4/3	<u>3-G Cards (E-mobility)</u>	
6/4/3/P	Policy	
6/4/3/R	Routine enquiries	
6/4/3/1	Acquiring of	
6/4/3/2	Requests for renewal/upgrade/issuing	
6/4/3/3	Maintenance and repairs	
6/4/3/4	Roaming	
6/4/3/5	Accounts (Open a file per month and financial year e.g. 6/4/3/5/Name of month/2015-2016)	
6/4/4	<u>Compilation of telephone directories</u>	
6/4/4/1	External directories	
6/4/4/2	Departmental directories	
6/4/4/3	Internal directories	
6/5	Occupational Health and Safety (OHASA)	
6/5/P	Policy	
6/5/R	Routine enquiries	

NUMBER	DESCRIPTION	DISPOSAL
6/5/1	Audits and reports	
6/5/2	Arrangements and programs	
6/5/3	Contingency/emergency plans	
6/5/3/1	Evacuation drills	
6/5/3/2	Reports	
6/5/4	Appointment of members (Open a file per type of appointment e.g. 6/5/4/Name of appointment)	
6/5/4/1	Remuneration of first aiders	
6/5/5	Training of Members	
6/5/6	Reports (Open a file per type of report e.g. 6/5/6/Type of report)	
6/5/7	Inspections (Open a file per financial year e.g. 6/5/7/2015-2016)	
6/5/8	Protective clothing	
6/5/8/P	Policy	
6/5/9	Complaints	
6/5/10	Business Continuity Planning(BCP)	
6/5/10/P	Policy	
6/5/10/R	Routine enquiries	
6/5/10/1	Business impact analysis	
6/5/10/2	Training and awareness	
6/5/10/3	Maintenance and testing	
6/5/10/4	Standby facility	

7. INTERNAL TRAVEL AND TRANSPORT SERVICES

- (i) This main series deal with all functions regarding the provision of transport to deliver services and the administration of travel arrangements for official journeys.
- (ii) For subsistence and travel claims see 4/5/3.
- (iii). Open a file for each GG vehicle and number according to Registration Number as indicated in the List of Separate Case Files. All matters related to the relevant vehicle should be filed on the vehicle's file)

NUMBER	DESCRIPTION	DISPOSAL
7/1	<u>Transport</u>	
7/1/P	Policy	
7/1/R	Routine enquiries	
7/1/1	<u>Government motor transport</u> Open a file for every GG vehicle and number as follows e.g. 7/1/1/GG vehicle number. 2. Log books are kept outside the file plan. See the Records Control Schedule.)	
7/1/1/1	Logsheets (Open a file for every GG vehicle and number as follows e.g. 7/1/1/1/GG vehicle number.)	
7/1/1/2	Vehicle checklists and inspections	
7/1/1/3	Traffic offences and fines	
7/1/1/4	Accident and theft reports	
7/1/1/5	Misuse of vehicles	
7/1/1/6	Temporary use of vehicles	
7/1/1/7	Verification of driver details	
7/1/1/8	Public drivers permit	
7/1/2	<u>Departmental transport</u>	
7/1/2/1	<u>Permanent</u> (Open a file for each vehicle according to registration number e.g. 7/1/2/1/Registration number)	
7/1/2/1/1	Logsheets (Open a file for each vehicle according to registration number e.g. 7/1/2/1/1/Registration number)	
7/1/2/1/2	Vehicle checklists	
7/1/2/1/3	Traffic offences and fines	
7/1/2/1/4	Accident and theft reports	
7/1/2/1/5	Misuse of vehicles	
7/1/2/1/6	Insurance	
7/1/3	<u>Subsidised vehicle</u>	
7/1/3/1	Users (open a file for each user according to surname e.g. 7/1/3/1/Surname of official)	
7/1/3/1/1	Logsheets and claims (open a file for each vehicle according to surname e.g. 7/1/3/1/1/Surname of official)	
7/1/4	<u>Rental vehicles</u>	
7/1/4/P	Policy	
7/1/4/R	Routine enquiries	

NUMBER	DESCRIPTION	DISPOSAL
7/1/4/1	Requests and usage	
7/1/5	Air travel and cancellations	
7/1/6	Use of private vehicle for official purposes	
7/1/7	Returns and reports	
7/1/8	<u>Parking arrangements</u>	
7/1/8/P	Policy	
7/1/8/1	Employees	
7/1/8/2	Visitors	
7/1/8/3	Street loading zones	
7/1/8/4	GMT top yard	
7/1/9	Vehicle payments (Open file per type of transport e.g. 7/1/9 type of transport)	
7/1/9/1	Fuel Tariffs	
7/2	International Travel	

8. INTERNAL INFORMATION SERVICES

- (i) Files in this main series deal with all functions regarding the provision and maintenance of information resources of the department.

NUMBER	DESCRIPTION	DISPOSAL
8/1	<u>Internal records management</u>	
8/1/P	Policy	
8/1/R	Routine enquiries	
8/1/1	<u>File plan</u>	
8/1/1/1	Compilation (For obtaining disposal authorities see 8/1/3/1.)	
8/1/1/2	Amendments and additions	
8/1/1/3	Distribution of copies	
8/1/2	<u>Records Control Schedule</u>	
8/1/2/1	Compilation (For obtaining disposal authorities see 8/1/3/1.)	
8/1/2/2	Amendments and additions	
8/1/3	<u>Disposal of records</u>	
8/1/3/1	Obtaining of disposal authorities	
8/1/4	<u>Transfer of records</u>	
8/1/4/1	To the Western Cape Archives and Records Service	
8/1/4/2	To other departments/municipalities/institutions/administrations	
8/1/5	Destruction of records	
8/1/6	<u>Inspection of records</u>	
8/1/6/1	Arrangements	
8/1/6/2	Reports	
8/1/7	<u>Codes and directives</u> (1. Only on internal records management and registry practices. 2. For office instructions and codes see 2/5 sub series.)	
8/1/7/1	Records Management Policy	
8/1/7/2	Registry Procedure Manual and other Manuals	
8/1/7/2/1	Training	
8/1/8	<u>Registry matters</u>	
8/1/8/1	Daily file: Maintenance and distribution	
8/1/8/2	Forwarding of correspondence received in error	
8/1/8/3	<u>Borrowing of files</u>	
8/1/8/3/1	External (From the Western Cape Archives and Records Service and other Departments)	
8/1/8/3/2	Internal	
8/1/8/4	Storage of records	
8/1/8/5	<u>Electronic content management</u> (Can include file tracking / LiveLink)	
8/1/8/5/1	Manual	
8/1/8/5/2	Administrators	

NUMBER	DESCRIPTION	DISPOSAL
8/1/8/5/3	Creation and deletion of users	
8/1/8/5/4	Password reset	
8/1/8/5/5	Reports	
8/1/8/5/6	Training and awareness	
8/1/8/6	Staff Rotation	
8/2	<u>Library management</u>	
8/2/P	Policy	
8/2/R	Routine enquiries	
8/2/1	Stocktaking (For stocktaking of other supplies see 6/2/1/2/2.)	
8/2/2	Disposal of surplus and obsolete library material	
8/2/3	Exchange of surplus publications (Includes transfer of surplus publications to and from governmental bodies and other institutions.)	
8/2/4	<u>Acquisition of library material</u>	
8/2/4/1	Purchase/subscriptions	
8/2/4/2	Donations	
8/2/4/3	Material obtained in terms of an Act of Parliament	
8/2/5	Classification, cataloguing and indexing	
8/2/6	<u>Restoration and binding</u>	
8/2/6/1	Reports	
8/2/7	Copyright	
8/2/8	Contributions to catalogues of publishing houses	
8/2/9	Distribution of new publication	
8/2/10	Automation of library	
8/3	<u>Information management</u> Only information which cannot be placed on an appropriate subject file. 2. For publicity matters see main series 9.)	
8/3/P	Policy	
8/3/R	Routine enquiries	
8/3/1	<u>Supplying of information</u>	
8/3/1/1	<u>Questions and answers</u> (Open a file per Department e.g. 8/3/1/1/Name of department) Only information on subjects which have no connection with other main series should be dealt with here.)	
8/3/1/2	Provision of advice (Open a file per Department e.g. 8/3/1/2/Name of department) Only advice which cannot be placed on an appropriate subject file. This file is limited to advice on professional matters to bodies not falling under the provisions of the line functions act.)	
8/3/1/3	Provision of statistics (Open a file per Department e.g. 8/3/1/3/Name of department)	
8/3/1/4	Provision of Data (Open a file per Department e.g. 8/3/1/4/Name of department)	
8/3/1/5	Surveys and Questionnaires	

NUMBER	DESCRIPTION	DISPOSAL
	(Open a file per Department e.g. 8/3/1/5/Name of department)	
8/3/1/6	Helpdesk	
8/3/1/7	Media Releases	
8/4	<u>Knowledge management</u>	
8/4/1	<u>Professional training to outside persons</u> (1. Includes training of outside persons/students, e.g. interns, learnerships, etc. 2. For staff see 3/2 sub series.)	
8/4/1/P	Policy	
8/4/1/R	Routine enquiries	
8/4/1/1	Arrangements	
8/4/1/2	Syllabus/programs	
8/4/1/3	Reports	
8/5	<u>Internal Security Measures</u>	
8/5/P	Policy	
8/5/R	Routine enquiries	
8/5/1	Access control	
8/5/1/1	Registers	
8/5/1/2	Database	
8/5/2	<u>Access permits</u>	
8/5/2/P	Policy	
8/5/2/1	Applications for access permits	
8/5/2/2	Reports	
8/5/3	Minimum Information Security Standards (MISS)	
8/5/3/P	Policy	
8/5/3/1	Declaration of secrecy	
8/5/3/2	<u>Investigations</u>	
8/5/3/2/1	Security Breaches	
8/5/4	Name badges	
8/5/5	Security Screening	
8/5/6	Security Vetting	
8/5/7	Threat and Risk Assessments (TRA's) (Open a file per assessment e.g. 8/5/7/Name of assessment)	
8/5/8	<u>Administer of Protection of Personal information Act (POPI)</u>	
8/5/8/P	Policy	
8/5/8/R	Routine enquiries	
8/5/8/1	Training and Awareness	
8/5/8/2	Complaints received by organization (Open a file per department and financial year e.g. 8/5/8/2/U6/2014-2015)	
8/5/8/3	Personal information audits (Open a file per department and financial year e.g. 8/5/8/3/U6/2014-2015)	
8/5/8/4	Private impact assessment (Open a file department and financial year	

NUMBER	DESCRIPTION	DISPOSAL
	e.g. 8/5/8/4/U6/2014-2015)	
8/6	<u>Promotion of Access to Information (PAIA)</u>	
8/6/P	Policy	
8/6/R	Routine enquiries	
8/6/1	Section 14 Manual (Open a file per financial year e.g. 8/6/1/2015-16)	
8/6/2	<u>Applications</u>	
8/6/2/1	Formal requests (Form E section 14) and appeals thereto (Open a file per request e.g. 8/6/2/1/ Number of request)	
8/6/2/2	Informal requests (Section 15) (Open a file per financial year e.g. 8/6/2/2/2015-16)	
8/6/2/3	Register of applications received/denied (Open a file per financial year e.g. 8/6/2/3/2015-16)	
8/6/3	Section 32 reports (Open a file per financial year e.g. 8/6/3/2015-16)	
8/7	<u>Centre for E-Innovation (CEI)</u>	
8/7/1	<u>Strategic ICT Services</u>	
8/7/1/1	<u>Policy and Strategy</u>	
8/7/1/1/P	Policy	
8/7/1/1/R	Routine enquiries	
8/7/1/1/1	Policy development (Open a file per policy, e.g. 8/7/1/1/1/Name of policy)	
8/7/1/1/2	E-government strategies (Open a file per strategy, e.g. 8/7/1/1/2/Name of strategy)	
8/7/1/1/3	<u>Market research</u>	
8/7/1/1/3/1	Reports (Open a file per report, e.g. 8/7/1/1/3/1/Name of report)	
8/7/1/2	<u>Planning and Development</u>	
8/7/1/2/P	Policy	
8/7/1/2/R	Routine enquiries	
8/7/1/2/1	Enterprise architecture (Open a file per domain e.g. 8/7/1/2/1/Name of domain)	
8/7/1/2/1/1	Provincial ICT plan	
8/7/1/2/1/2	Review board	
8/7/1/2/1/3	ICT standards (Open a file per version e.g. 8/7/1/2/1/3/Name of version)	
8/7/1/2/2	Departmental ICT plan (Open a file per Department e.g. 8/7/1/2/2/Name of Department)	
8/7/1/2/2/P	Policy	
8/7/1/2/3	<u>Business solutions</u>	
8/7/1/2/3/1	Analysis (Open a file per project e.g. 8/7/1/2/3/1/Name of project)	
8/7/1/2/3/2	Transversal	

NUMBER	DESCRIPTION	DISPOSAL
	(Open a file per project e.g. 8/7/1/2/3/2/Name of project)	
8/7/1/2/3/3	Business cases (Open a file per project e.g. 8/7/1/2/3/3/Name of project)	
8/7/1/3	<u>E-Government for Citizens</u>	
8/7/1/3/P	Policy	
8/7/1/3/R	Routine enquiries	
8/7/1/3/1	Reports	
8/7/1/3/1/1	Contact Tickets	
8/7/1/3/1/2	National	
8/7/1/3/1/3	Provincial	
8/7/1/3/2	<u>PGWC Portal</u> (Open a file per organization, e.g. 8/7/1/3/2/Name of organization)	
8/7/1/3/2/1	PGWC Internet Cape Gateway (Open a file per organization, e.g. 8/7/1/3/2/1/Name of organization)	
8/7/1/3/2/2	PGWC Intranet (Open a file per organization, e.g. 8/7/1/3/2/2/Name of organization)	
8/7/1/3/3	<u>PGWC Contact Centre</u> (Open a file per organization, e.g. 8/7/1/3/3/Name of organization)	
8/7/1/3/3/1	PGWC Call Centre (Open a file per organization, e.g. 8/7/1/3/3/1/Name of organization)	
8/7/1/3/3/2	PGWC Walk in Centre (Open a file per organization, e.g. 8/7/1/3/3/2/Name of organization)	
8/7/1/3/3/3	PGWC e-mail Centre (Open a file per organization, e.g. 8/7/1/3/3/3/Name of organization)	
8/7/1/3/3/4	Presidential Hotline (Open a file per organization, e.g. 8/7/1/3/3/4/Name of organization)	
8/7/1/3/3/5	Transversal Contact Centre (Open a file per organization, e.g. 8/7/1/3/3/5/Name of organization)	
8/7/1/3/4	<u>Cape Access</u>	
8/7/1/3/4/1	Memorandum Of Understanding (MOU)	
8/7/1/3/4/2	e-Community Forums (Open a file per Forum, e.g. 8/7/1/3/4/2/Name of Forum) (Minutes and agendas to be filed on main series 11)	
8/7/1/3/4/3	e-Community Centres (Open a file per Centre, e.g. 8/7/1/3/4/3/Name of Centre)	
8/7/1/3/4/4	Cape Access Training (Open a file per organization, e.g. 8/7/1/3/4/4/Name of organization)	
8/7/1/3/5	Content Management (Open a file per organization, e.g. 8/7/1/3/5/Name of organization)	
8/7/1/3/6	Usability & Design	
8/7/1/3/7	<u>Change Management</u>	
8/7/1/3/7/1	Communication	
8/7/1/3/7/2	Stakeholders	
8/7/1/3/7/3	Training	
8/7/1/3/7/4	Change Control	
8/7/1/3/8	Technology	
8/7/1/3/9	Project Management	

NUMBER	DESCRIPTION	DISPOSAL
	(Open a file per project, e.g. 8/7/1/3/9/Name of project)	
8/7/1/3/10	Ditcoms	
8/7/2	<u>Gito Management Services</u>	
8/7/2/1	<u>ICT Services</u>	
8/7/2/1/1	<u>Application / Systems</u>	
8/7/2/1/1/1	Planning and Development (Open a file per department, e.g. 8/7/2/1/1/1/Name of department)	
8/7/2/1/1/2	Support and maintenance (Open a file per department, e.g. 8/7/2/1/1/2/Name of department)	
8/7/2/1/1/3	Evaluation (Open a file per department, e.g. 8/7/2/1/1/3/Name of department)	
8/7/2/1/1/4	Decommissioning (Open a file per department, e.g. 8/7/2/1/1/4/Name of department)	
8/7/2/1/2	<u>Technology and infrastructure</u>	
8/7/2/1/2/1	Planning and Development (Open a file per department, e.g. 8/7/2/1/2/1/Name of department)	
8/7/2/1/2/2	Support and maintenance (Open a file per department, e.g. 8/7/2/1/2/2/Name of department)	
8/7/2/1/2/3	Evaluation (Open a file per department, e.g. 8/7/2/1/2/3/Name of department)	
8/7/2/1/2/4	Decommissioning (Open a file per department, e.g. 8/7/2/1/2/4/Name of department)	
8/7/2/1/3	<u>Audit</u>	
8/7/2/1/3/1	Support (Open a file per department, e.g. 8/7/2/1/3/1/Name of department)	
8/7/2/1/3/2	Maintenance (Open a file per department, e.g. 8/7/2/1/3/2/Name of department)	
8/7/2/1/3/3	New developments (Open a file per department, e.g. 8/7/2/1/3/3/Name of department)	
8/7/2/1/4	Vendor / Contract Management Services (Open a file per case, e.g. 8/7/2/4/Name of case)	
8/7/2/1/5	SITA	
8/7/2/1/5/P	Policy	
8/7/2/1/5/R	Routine enquiries	
8/7/2/1/5/1	Financial management and services (Open a file per type of service e.g. 8/7/2/1/5/1/Name of service)	
8/7/2/1/5/2	Requests (Open a file per type of request e.g. 8/7/2/1/5/2/Name of request)	
8/7/2/1/6	IT Security	
8/7/2/1/6/P	Policy	
8/7/2/1/6/R	Routine enquiries	
8/7/2/1/6/1	Support and maintenance (Open a file per department, e.g. 8/7/2/1/6/1/Name of department)	
8/7/2/1/6/2	New developments (Open a file per department, e.g. 8/7/2/1/6/2/Name of department)	
8/7/2/1/6/3	Service requests (Open a file per department, e.g. 8/7/2/1/6/3/Name of department)	

NUMBER	DESCRIPTION	DISPOSAL
8/7/2/1/7	Reports (Open a file per type of report e.g. 8/7/2/1/7/Name of report)	
8/7/2/1/8	Helpdesk	
8/7/2/1/8/1	Complaints (Open a file per department e.g. 8/7/2/1/8/1/Name of department)	
8/7/2/1/8/2	Technical reports (Open a file per department e.g. 8/7/2/1/8/2/Name of department)	
8/7/2/1/8/3	DITCOM / Change Control (Open a file per department e.g. 8/7/2/1/8/3/Name of department)	
8/7/2/1/8/4	DITCOM Application	
8/8	Administer of Promotion of Administrative Justice Act (PAJA)	
8/8/P	Policy	
8/8/R	Routine Enquiries	

9. COMMUNICATIONS

- (i) The files in this main series deal with all functions regarding the systematic planning, implementing, monitoring and revision of publication and marketing strategies, as well as the dissemination of information.

NUMBER	DESCRIPTION	DISPOSAL
9/P	Policy	
9/R	Routine enquiries	
9/1	<u>Government Products & Publications</u>	
9/1/1	Government Gazettes (Open a file per month e.g. 9/1/1/Name of month)	
9/1/2	Projects (Open a file per project/event per year e.g. 9/1/2/Name of project/event 2015)	
9/1/2/1	Designs & Photography (Open a file per project e.g. 9/1/2/1/Name of project)	
9/1/2/2	Printing (Open a file per project e.g. 9/1/2/2/Name of project)	
9/2	<u>Events & Public participation</u>	
9/2/1	Projects (Open a file per project/event per year e.g. 9/2/1/Name of project/event 2015)	
9/2/2	Databases (Open a file per name of database e.g. 9/2/2/Name of database)	
9/3	<u>Advertising, Marketing & Branding</u>	
9/3/1	Projects (Open a file per project/event per year e.g. 9/3/1/Name of project/event 2015)	
9/4	<u>Media Support</u>	
9/4/1	Requests (Open a file per request per year e.g. 9/4/1/Name of request 2015)	
9/4/2	Communication Plans (Open a file per project per year e.g. 9/4/2/Name of project 2015)	
9/4/3	Databases (Open a file per name of database e.g. 9/4/3/Name of database)	
9/4/4	<u>Communiqué</u>	
9/4/4/1	Provincial	
9/4/4/2	Departmental	
9/4/5	Web Content	
9/5	<u>Language Services</u>	
9/5/1	Translations (Open a file per destination Language per quarter e.g. 9/5/1/Name of Language/1 st quarter)	
9/5/2	Editing & Proof reading (Open a file per destination Language per quarter e.g. 9/5/2/Name of	

NUMBER	DESCRIPTION	DISPOSAL
	Language/1 st quarter)	
9/5/3	Plain language writing (Open a file per destination Language per quarter e.g. 9/5/3/Name of Language/1 st quarter)	
9/5/4	Term Bank (Open a file per destination Language per quarter e.g. 9/5/4/Name of Language/1 st quarter)	
9/6	<u>Media Monitoring</u>	
9/6/1	Reports (Open a file per month/year e.g. 9/6/1/Name of month/year)	
9/7	<u>Reports</u> (Open a file per report e.g. 9/6/Name of report)	
9/8	<u>Speeches and Lectures</u> (Copies of all speeches and lectures should be filed here.)	
9/8/1	Arrangements	
9/8/2	Copies of Speeches and Lectures	
9/8/3	Contributions to speeches (E.g. for the Premier, Minister, Director-General, Head of Department.)	
9/8/4	<u>Visits</u>	
9/8/4/1	Received (Includes school and student groups, other institutions, etc.)	
9/8/4/2	Paid to	
9/8/5	Publicity guides (1. Contributions to guides. 2. For library contributions to catalogues see 8/2/8.)	
9/8/6	Website/ Intranet	
9/8/7	<u>Educational videos/DVDs</u>	
9/8/7/1	Acquisition	
9/8/7/2	Production of own videos/DVDs	
9/8/8	<u>Annual Provincial Sports Day</u>	
9/8/8/P	Policy	
9/8/8/R	Routine enquiries	
9/8/8/1	Arrangements	
9/9	<u>Awards to other institutions/persons</u>	
9/10	<u>Social matters</u>	
9/10/1	Letters of thanks, congratulations and condolences (1. Only public and official.)	
9/10/2	<u>Functions</u> (Only to functions/gatherings that cannot be placed elsewhere in the system, e.g. for launches, openings, etc.)	
9/10/2/1	<u>Own functions</u>	
9/10/2/1/1	Arrangements and invitations	
9/10/2/1/2	Programs	
9/10/2/2	Other functions and invitations	
9/10/3	Reports	

NUMBER	DESCRIPTION	DISPOSAL
9/11	<u>Strategic communications</u>	
9/11/P	Policy (Open a file per policy / strategy e.g. 9/11/P/Name of policy / strategy)	
9/11/R	Routine enquiries	
9/11/1	<u>Media Analysis</u>	
9/11/1/1	News clip Report (Open a file per month e.g. 9/11/1/1/Name of month)	
9/11/1/2	Cabinet media performance report (Open a file per project/event per year e.g. 9/11/1/2/Name of project/event/2015)	
9/11/2	<u>Research/Surveys</u>	
9/11/2/1	Citizen Surveys Strategy	
9/11/2/2	<u>Strategy Implementation</u>	
9/11/2/2/1	Department of the Premier (DOtP)	
9/11/2/2/1/1	Cape Gateway	
9/11/2/2/1/2	Corporate Communication	
9/11/2/2/2	Provincial Departments (Open a file per department e.g. 9/11/2/2/2/Name of department)	
9/11/3	<u>Performance Review</u>	
9/11/3/1	Department of the Premier (DOtP)	
9/11/3/2	Provincial Departments (Open a file per department e.g. 9/11/3/2/Name of department)	
9/11/3/3	Special Campaigns Review	
9/11/4	Government Communication Information System (GCIS)	
9/11/5	Executive Advice	

10. LEGAL SERVICES

- (i) This main series deal with all functions regarding the provision of legal advice and litigation,
- (ii) Contract Management must be dealt with on the subject files,
- (iii) For legislation see main series 1.

NUMBER	DESCRIPTION	DISPOSAL
10/1	<u>Provision of Legal Advice</u>	
10/1/P	Policy (Open a file per project e.g. 10/1/P/Name of Project)	
10/1/R	Routine enquiries	
10/1/1	<u>Requests for advice</u> (Open a file for each request e.g. 10/1/1/LO 1 of 2015-16)	
10/1/2	Drafting & Editing of Contracts (Open a file for each request e.g. 10/1/2/CO 1 of 2015-16)	
10/2	<u>Litigation</u>	
10/2/P	Policy	
10/2/R	Routine enquiries	
10/2/1	Investigations	
10/2/2	<u>Litigation matters</u>	
10/2/2/1	Litigation by or against Provincial Government (Open a file per Litigation number e.g. 10/2/2/1/LT 1 of 2015-16)	
10/3	Compliance (Open a file per dept., and F/Y e.g. 10/3/name of the department and F/Y)	
10/3/P	Policy	
10/3/R	Routine Enquiries	
10/3/1	Membership of International Association of Privacy Professional (IAPP) (Open a file for each membership e.g. 10/4/ Name of the department)	

11. ATTENDING AND HOSTING MEETINGS AND OTHER GATHERINGS

- (i) The files in this main series deal with all functions relating to attending of gatherings.

NUMBER	DESCRIPTION	DISPOSAL
11/1	<u>Auxiliary functions</u> (Involves those tasks that have to be done in order to enable the organisation to fulfill its line function.)	
11/1/1	Councils	
11/1/1/R	Routine enquiries	
11/1/1/1	<u>Type of councils, arrangements, membership and representation etc.</u> (Open a file for each council and number it consecutively, e.g. 11/1/1/1/Name of council)	
11/1/1/2	Agendas, minutes and reports (Open a file for each council and number it consecutively, e.g. 11/1/1/2/Name of council)	
11/1/2	Committees	
11/1/2/R	Routine enquiries	
11/1/2/1	<u>Type of committees, arrangements, membership and representation etc.</u> (Open a file for each committee and number it consecutively, e.g. 11/1/2/1/Name of committee)	
11/1/2/2	Agendas, minutes and reports (Open a file for each committee and number it consecutively, e.g. 11/1/2/2/Name of committee)	
11/1/3	Task groups/teams	
11/1/3/R	Routine enquiries	
11/1/3/1	<u>Type of task group, arrangements, membership and representation etc.</u> (Open a file for each task group/team and number it consecutively, e.g. 11/1/3/1/Name of task group/team)	
11/1/3/2	Agendas, minutes and reports (Open a file for each task group/team and number it consecutively, e.g. 11/1/3/2/Name of task group/team)	
11/1/4	Forums	
11/1/4/R	Routine enquiries	
11/1/4/1	<u>Type of forums, arrangements, membership and representation etc. etc.</u> (Open a file for each forum and number it consecutively, e.g. 11/1/4/1/Name of forum)	
11/1/4/2	Agendas, minutes and reports (Open a file for each forum and number it consecutively, e.g. 11/1/4/2/Name of forum)	
11/2	<u>Line Functions</u> (Involves those unique tasks that distinguish an organisation from other organisations, as they embody those specific assignments for which the organisation is responsible.)	

NUMBER	DESCRIPTION	DISPOSAL
11/2/1	Councils	
11/2/1/R	Routine enquiries	
11/2/1/1	Type of councils, arrangements, membership and representation etc. (Open a file for each council and number it consecutively, e.g. 11/2/1/1/Name of council)	
11/2/1/2	Agendas, minutes and reports (Open a file for each council and number it consecutively, e.g. 11/2/1/2/Name of council)	
11/2/2	Committees	
11/2/2/B	Policy	
11/2/2/R	Routine enquiries	
11/2/2/1	<u>Type of committees, arrangements, membership and representation etc.</u> (Open a file for each committee and number it consecutively, e.g. 11/2/2/1/Name of committee)	
11/2/2/2	Agendas, minutes and reports (Open a file for each committee and number it consecutively, e.g. 11/2/2/2/Name of committee)	
11/2/3	Task groups/teams	
11/2/3/R	Routine enquiries	
11/2/3/1	<u>Type of task group/team, arrangements, membership and representation etc.</u> (Open a file for each task group/team and number it consecutively, e.g. 11/2/3/1/Name of task group/team)	
11/2/3/2	Agendas, minutes and reports (Open a file for each task group/team and number it consecutively, e.g. 11/2/3/2/Name of task group/team)	
11/2/4	Forums	
11/2/4/R	Routine enquiries	
11/2/4/1	<u>Type of forums, arrangements, membership and representation etc.</u> (Open a file for each forum and number it consecutively, e.g. 11/2/4/1/Name of forum)	
11/2/4/2	Agendas, minutes and reports (Open a file for each forum and number it consecutively, e.g. 11/2/4/2/Name of forum)	
11/2/5	Courts	
11/2/5/R	Routine enquiries	
11/2/5/1	<u>Type of courts, arrangements, membership and representation etc.</u> (Open a file for each court and number it consecutively, e.g. 11/2/5/1/Name of court)	
11/2/5/2	Agendas, minutes and reports (Open a file for each court and number it consecutively, e.g. 11/2/5/2/Name of court)	

12. INSTITUTION ADMINISTRATION

- (i) The files in this main series deal with all functions relating to the administration of the institutions under the jurisdiction of the department.

NUMBER	SUBJECT	DISPOSAL
12/P	Policy	
12/1	<u>Pre-primary education</u>	
12/1/P	Policy	
12/1/R	Routine enquiries	
12/1/1	Needs assessment, institution and+B260n closure (Open files according to Annexure H)	
12/1/2	Determining courses and lesson plans	
12/1/3	Admission of learners	
12/1/4	Registration and subsidisation of private Preprimary schools (Open a file for each subsidised school According to Annexure H.)	
12/1/5	Inspections of state preprimary schools and Subsidised private pre-primary schools	
12/1/6	Annual financial statement (Open a file for each pre-primary school According to Annexure H.)	
12/1/7	<u>Governing bodies</u>	
12/1/7/1	Composition and functions (Open files when necessary and number According to Annexure H.)	
12/1/8	Subsidy i.t.o schools with less than 201 learners (Open files according to Annexure H.)	
12/1/9	Compulsory school attendance	
12/1/9/1	Individual Exampntions (Open files for each alphabetical letter and file applications according to Surname)	
12/1/10	School Surveys (Open Files according to Annexure H)	
12/2	<u>Primary and secondary education</u>	
12/2/P	Policy	
12/2/R	Routine enquiries	
12/2/1	Needs assessment , use of accommodation	

	Name changing and closing	
	(Open files according to Annexure E.)	
12/2/1/P	Policy	
12/2/2	<u>Determining courses and lesson plans</u>	
12/2/2/P	Policy	
12/2/2/R	Routine enquiries	
12/2/2/1	<u>Primary Phase</u>	
	(Open a file numerically according to primary phase)	
12/2/2/2	<u>Junior Secondary Phase</u>	
	(Open a file numerically according to junior secondary phase)	
12/2/2/3	<u>Senior Secondary Phase</u>	
12/2/2/3/P	Policy	
12/2/2/3/1	<u>Afrikaans</u>	
12/2/2/3/1/1	First Language Higher Grade	
12/2/2/3/1/2	First Language Standard Grade	
12/2/2/3/1/3	Second Language Higher Grade	
12/2/2/3/1/4	Second Language Standard Grade	
12/2/2/3/2	<u>English</u>	
12/2/2/3/2/1	First Language Higher Grade	
12/2/2/3/2/2	First Language Standard Grade	
12/2/2/3/2/3	Second Language Higher Grade	
12/2/2/3/2/4	Second Language Standard Grade	
12/2/2/3/3	Latin Higher	
12/2/2/3/4	German Higher Grade	
12/2/2/3/5	<u>History</u>	
12/2/2/3/5/1	Higher Grade	
12/2/2/3/5/2	Standard Grade	
12/2/2/3/6	<u>Geography</u>	
12/2/2/3/6/1	Higher Grade	
12/2/2/3/6/2	Standard Grade	
12/2/2/3/7	<u>Accounting</u>	
12/2/2/3/7/1	Higher Grade	
12/2/2/3/7/2	Standard Grade	
12/2/2/3/8	Typing Standard Grade	
12/2/2/3/9	Shorthand Standard Grade	
12/2/2/3/10	Woodwork Standard Grade	
12/2/2/3/11	Needlework Standard Grade	
12/2/2/3/12	<u>Home Economics</u>	
12/2/2/3/12/1	Higher Grade	
12/2/2/3/12/2	Standard Grade	
12/2/2/3/13	<u>Mathematics</u>	

12/2/2/3/13/1	Higher Grade	
12/2/2/3/13/2	Standard Grade	
12/2/2/3/14	<u>Biology</u>	
12/2/2/3/14/1	Higher Grade	
12/2/2/3/14/2	Standard Grade	
12/2/2/3/15	Physical Science	
12/2/2/3/15/1	Higher Grade	
12/2/2/3/15/2	Standard Grade	
12/2/2/3/16	<u>Biblical Studies</u>	
12/2/2/3/16/1	Higher Grade	
12/2/2/3/16/2	Standard Grade	
12/2/2/3/17	<u>Fine Art</u>	
12/2/2/3/17/1	Higher Grade	
12/2/2/3/17/2	Standard Grade	
12/2/2/3/18	<u>Music</u>	
12/2/2/3/18/1	Higher Grade	
12/2/2/3/18/2	Standard Grade	
12/2/2/3/19	Bricklaying and Plastering	
12/2/2/3/20	Painting and Décor	
12/2/2/3/21	Plumbing	
12/2/2/3/22	Welding and Metalwork	
12/2/2/3/23	Motor Mechanics	
12/2/2/3/24	Electrician Work	
12/2/2/3/25	Life Orientation: Men	
12/2/2/3/26	Life Orientation: Women	
12/2/2/3/27	Practical Ballet	
12/2/2/3/28	<u>Business Economics</u>	
12/2/2/3/28/1	Higher Grade	
12/2/2/3/28/2	Standard Grade	
12/2/2/3/29	<u>Economics</u>	
12/2/2/3/29/1	Higher Grade	
12/2/2/3/29/2	Standard Grade	
12/2/2/3/30	Woodworking Standard Grade	
12/2/2/3/31	<u>Technical Drawing</u>	
12/2/2/3/31/1	Higher Grade	
12/2/2/3/31/2	Standard Grade	
12/2/2/3/32	Science of Art Standard Grade	
12/2/2/3/33	Speech and Drama	
12/2/2/3/34	<u>Agricultural Science</u>	
12/2/2/3/34/1	Higher Grade	
12/2/2/3/34/2	Standard Grade	

12/2/2/3/35	French	
12/2/2/3/36	Arabic	
12/2/2/3/37	Functional Mathematics	
12/2/2/3/38	Xhosa	
12/2/2/3/38/1	Higher Grade	
12/2/2/3/38/2	Standard Grade	
12/2/2/3/39	Functional Physical Science	
12/2/2/3/40	Fitting and Turning Standard Grade	
12/2/2/3/41	Technika: Mechanical	
12/2/2/3/42	Technika: Electrical	
12/2/2/3/43	Technika: Civil	
12/2/2/3/44	Electronics	
12/2/2/3/45	Computer Studies	
12/2/2/3/46	Zulu	
12/2/2/3/47	Italian Third Language	
12/2/2/3/48	Spanish Third Language	
12/2/2/3/49	Catering	
12/2/2/3/50	Islamic Studies	
12/2/2/3/51	Curriculum 2005	
12/2/2/3/52	Travel and Tourism	
12/2/2/3/53	Hospitality Studies	
12/2/2/3/54	Dance Study	
12/2/2/3/55	Sport Science	
12/2/2/3/56	Technology	
12/2/2/3/57	Life Sciences	
12/2/2/4	Practical Course for Slow Learners	
12/2/3	Expanding the curriculum at schools	
	(Open files according to Annexure E)	
12/2/4	Introduction of new courses/subjects at schools	
	(Open files according to Annexures E and B)	
12/2/5	<u>Choosing and implementing of extracurricular</u>	
	<u>Subjects</u>	
12/2/5/1	Piano	
12/2/5/2	Violin	
12/2/5/3	Recorder	
12/2/5/4	Guitar	
12/2/5/5	Life Skills and Self Protection	
12/2/5/6	Craft and Pottery	
12/2/6	<u>Syllabus</u>	
12/2/6/R	Routine enquiries	
12/2/6/1	Determining of syllabus	

	(Open files according to Annexure E.)	
12/2/6/2	Processing, filing and distributing	
12/2/7	Admission, suspension, expulsion	
	of learners older than 18 years	
	(Open files according to Annexure E)	
12/2/7/P	Policy	
12/2/7/1	Admission of learners from other countries	
12/2/7/2	Appeals against refusals to admit learners	
12/2/8	<u>School Administration Services</u>	
12/2/8/P	Policy	
12/2/8/R	Routine enquiries	
12/2/8/1	Language medium and instruction	
12/2/8/2	School fees: determination of	
	(Open files according to Annexure B, D and E) (Open Files according to learners surname in alphabetical order)	
12/2/8/3	Art, music and ballet fees: Determination of	
12/2/8/4	Double shift classes	
12/2/8/5	Religious Instruction at schools	
12/2/8/6	Differentiated education in secondary schools	
12/2/8/7	<u>Olympiads in secondary schools</u>	
12/2/8/7/1	Afrikaans	
12/2/8/7/2	World Knowledge	
12/2/8/7/3	Mathematics/Physical Science	
12/2/8/7/4	Home Economics	
12/2/8/8	Practical work in the teaching of Natural Sciences	
12/2/8/9	Exchange schemes	
12/2/8/10	Pupil organizations	
12/2/8/10/P	Policy	
12/2/8/11	<u>Compulsory school attendance</u>	
12/2/8/11/P	Policy	
12/2/8/11/R	Routine enquiries	
12/2/8/11/1	<u>Individual Exemption</u>	
	(Open a file for each letter of the alphabet and file applications according to surname.)	
12/2/8/11/2	Quarterly Attendance Register of Learners	
12/2/8/12	<u>Allocation of boarding bursaries</u>	
12/2/8/12/P	Policy	
12/2/8/12/R	Routine enquiries	
12/2/8/12/1	Education Metro District Centre	
	(Open files according to Annexure J.)	
12/2/8/12/2	<u>Primary and secondary schools</u>	
	(Open files according to Annexure E.)	

12/2/8/13	Exhibitions, competitions, festivals	
	(Open a file for each exhibition, competition or festival and number consecutively.)	
12/2/8/14	Scholar patrols and road safety	
12/2/8/15	Guidance	
	(inter alia Family planning)	
12/2/8/16	<u>Transport bursary</u>	
12/2/8/16/P	Policy	
12/2/8/16/R	Routine enquiries	
12/2/8/16/1	<u>Region and area offices</u>	
	(Open file according to Annexure A)(Files Closed on 30 June 2001. See 12/2/8/16/3)	
12/2/8/16/2	<u>Primary and Secondary Schools</u>	
	(Open files according to Annexures E)	
12/2/8/16/3	EMDCs	
	(Open files according to Annexures J)	
12/2/8/17	<u>Transport schemes</u>	
12/2/8/17/P	Policy	
12/2/8/17/1	<u>Implementing of Transport Schemes</u>	
12/2/8/17/1/R	Routine enquiries	
12/2/8/17/1/1	<u>Regional / Area Offices</u>	
	(Open files according to Annexure A and number each scheme consecutively.) (Files closed 30June 2001. See 12/2/8/17/1/2)	
12/2/8/17/1/2	<u>EMDCs</u>	
	(Open files according to Annexure J and number each scheme consecutively.)	
12/2/8/17/1/2/P	Policy	
12/2/8/17/1/2/R	Routine Enquiries	
12/2/8/17/1/3	Investigation: Management and Organisation	
12/2/8/17/1/4	LTS Quarterly Reports	
12/2/8/17/2	<u>Tenders</u>	
	(This sub series must be used only for transport scheme tenders.	
	For tenders in general, see file 9/1.)	
12/2/8/17/2/P	Policy	
12/2/8/17/2/1	<u>Collection of Tenders</u>	
	(Open files according to tender number.)	
12/2/8/17/2/1/R	Routine enquiries	
12/2/8/17/2/1/1	<u>Regional / Area Offices</u>	
	(Open files according to Annexure A and number each tender consecutively.)	

	Close this subsection and replace with 13/2/8/17/2/1.	
12/2/8/17/2/2	Funds	
12/2/8/17/2/3	Audit Enquiries	
12/2/8/17/2/4	Testing of Vehicles	
12/2/8/17/2/4/1	<u>Reports</u> (Open according to Tender number example: 13/2/8/17/2/4/T.../1	
12/2/8/17/2/4/2	<u>General Correspondence</u> (Open according to Tender number example: 13/2/8/17/2/4/T.../2	
12/2/8/17/2/5	Route specification: Advertising and Invitations	
12/2/8/17/2/6	Monthly Expenditure	
12/2/8/17/2/7	Outstanding documents: Vehicles	
12/2/8/17/2/8	Takeover of Learners Transport Scheme by the Department of Transport	
12/2/8/17/2/9	Collection of Results Route specifications	
12/2/8/17/2/10	Minister Enquiries/Parliament Enquiries	
12/2/8/17/2/11	Complaints against Bus Contractors	
12/2/8/17/2/12	Reports to Head Office	
12/2/8/17/2/13	Submission of Insurance: Contractors	
12/2/8/17/2/14	Insurance Documents	
12/2/8/17/3	Transfer Payments (Open files according to tender number)	
12/2/8/18	Catering	
	(Open the following files for each private institution and organization that provides a	
	Service. Services are numbered consecutively.)	
	/1 Agendas and minutes, e.g.13/2/8/18/1	
	/2 Contracts 13/2/8/18/2	
	/3 Regulations for the paying of claims	
	13/2/8/18/3	
	/4 Monitoring of service 13/2/8/18/4	
	(Open files for each institution as required according to Annexures E and G.)	
12/2/8/18/P	<u>Policy</u>	
12/2/8/18/R	Routine enquiries	
12/2/8/19	Providing of religious books to pupils (Open files according to Annexure J.)	
12/2/8/20	<u>School functions and tours</u> (Open files under each subsection according to Annexures A and J.)	
12/2/8/20/1	<u>Sports gatherings:</u>	
12/2/8/20/1/1	Approval of	
12/2/8/20/1/2	Sports injuries – reports	

12/2/8/20/2	Invitation to official representation at school functions and institutions	
12/2/8/20/3	Educational tours: Approval of Tollgate Scheme	
12/2/8/20/4	Commemorations	
12/2/8/20/5	Education of gifted pupils	
12/2/8/21	Museum services	
12/2/8/22	School feeding schemes	
12/2/8/23	Conditional Allocations	
12/2/8/23/1	Accident prevention at schools	
12/2/8/24	Extramural activities	
12/2/8/25	Career guidance for learners	
12/2/8/26	Official opening of schools	
12/2/8/27	(Open files according to Annexures A and J.)	
12/2/8/28	Non-official visits to schools by outsiders	
12/2/8/29	Adult education	
	(Open files according to Annexure J.)	
12/2/8/30	Sports	
12/2/8/30/P	Policy	
12/2/8/30/R	Routine Enquiries	
12/2/8/31	Closing of schools for special occasions	
12/2/8/32	Membership: National Film Library	
12/2/8/33	Developing of learners	
12/2/8/33/1	<u>Primary and Secondary Schools</u>	
	(Open files according to Annexure E.)	
12/2/8/33/2	Junior Primary	
12/2/8/33/3	Special Schools	
	(Open files according to Annexure B and D)	
12/2/8/33/4	Private Schools	
	(Open a file for every school and number consecutively)	
12/2/8/33/5	Pre Primary	
	(Open a file for every school and number consecutively)	
12/2/8/34	Environmental education	
12/2/8/35	Combined classes	
12/2/8/36	Training bursaries	
	(Open files according to Annexure E.)	
12/2/8/37	Transfer Payments	
	(Open a file according Annexure B, C, D, E, F, G, J and K,H For Financial matters see 3/1/1/1 subseries)	
12/2/8/38	Awards to Learners	

12/2/8/39	Payments i.t.o Courses	
12/2/8/40	Subsidy i.t.o schools with learners less than 201	
	(Open files according to Annexure E, B and K)	
12/2/8/40/P	Policy	
12/2/8/41	Financial assistance to Education Institutions	
	(Open files according to Annexure E.)	
12/2/9	<u>School social services</u> (Open files according to Annexure A.)	
12/2/10	<u>Research</u>	
12/2/10/P	Policy	
12/2/10/R	Routine enquiries	
12/2/10/1	<u>Applications in connection with</u>	
12/2/10/1/1	Students	
12/2/10/1/2	Universities	
12/2/10/1/3	Non-governmental organisations (NGOs)	
12/2/10/1/4	Private	
12/2/10/2	<u>Reports on NGOs</u> (Open files as required and number consecutively)	
12/2/10/3	Management information services, including school surveys	
12/2/10/3/P	Policy	
12/2/10/3/R	Routine enquiries	
12/2/10/3/1	CENSUS (Open files according to annexure E)	
12/2/10/3/1/1	in South Africa	
12/2/10/3/1/2	in Schools (Open according to Annexure E)	
12/2/10/4	<u>Learner Tracking System</u> (Open files according to Annexure E.)	
12/2/10/5	Gr3,6,9 Testing 2010	
12/2/10/5/1	Final Provincial and District Report	
12/2/10/5/2	Final Test Instrument and Memoranda (Literacy Grade 3)	
12/2/10/5/2/1	Final Test Instrument and Memoranda (Numeracy Grade 3)	
12/2/10/5/3	Final Test Instrument and Memoranda (Language Grade 6)	
12/2/10/5/3/1	Final Test Instrument and Memoranda (Mathematics Grade 6)	
12/2/10/5/4	Final Test Instrument and Memoranda (Language Grade 9)	
12/2/10/5/4/1	Final Test Instrument and Memoranda (Mathematics Grade 9)	
12/2/10/5/5	Minutes and Circulars	
12/2/10/5/6	Presentations	
12/2/10/5/7	Systemic Test Records- (2002)	
12/2/10/5/7/1	Numeracy Gr.3	
12/2/10/5/7/2	Literacy Gr.3	
12/2/10/5/7/3	Reports	
12/2/10/5/7/4	Literacy Gr.4	
12/2/10/5/7/5	Numeracy Gr.5	

12/2/10/5/7/6	Reports	
12/2/10/5/7/7	Literacy (2004)	
12/2/10/5/7/8	Numeracy (2004)	
12/2/10/5/7/9	Reports	
12/2/11	<u>Curriculum 2005</u>	
12/2/11/P	Policy	
12/2/11/R	Routine enquiries	
12/2/11/1	Workshops	
	(Open a file for each workshop as required and number consecutively.)	
12/2/11/2	Study visit	
12/2/11/3	COLTS	
12/2/11/4	Piloting of common assessment tasks (CATS) and external assessment tests (EATS)	
12/2/11/5	Systematic evaluation of learners	
12/2/11/5/1	Adult Basic Education and Training (ABET)	
12/2/11/5/2	Schedule for assessment of Grade R-10 / R-12	
12/2/11/5/3	Language Transformation (Colt)	
12/2/11/5/4	Annual National Assessment	
12/2/11/6	<u>Strategy</u>	
12/2/11/6/1	Literacy and Numeracy	
12/2/11/6/1/1	Intervention	
12/2/11/6/2	Mathematics, Science and Technology	
12/2/11/6/2/1	E-education	
12/2/11/6/2/2	Multigrade Education	
12/2/11/6/2/3	Wap Book	
12/2/11/6/2/4	Exam Revision Broadcast	
12/2/11/6/3	Economic and Management Sciences	
12/2/11/6/4	Natural Sciences	
12/2/11/7	Inclusive Curriculum	
12/2/11/7/1	Evaluation for Hinderings	
12/2/11/7/2	Forums	
12/2/11/8	Education Recovery Plan (Strike)	
12/2/11/9	Early Childhood Development Foundation Phase	
12/2/11/10	Allocation of Funds	
12/2/11/11	Determination of Courses and Syllabus	
12/2/11/12	Personnel Services	
12/2/11/12/1	Overtime services	
12/2/12	Workshops	
	(Open a file for each workshop and number	

	Consecutively.)Workshops w.r.t. Curriculum 2005,	
	see 13/2/11/1	
12/2/13	<u>National Curriculum Statement</u>	
12/2/13/P	Policy	
12/2/13/R	Routine enquiries	
12/2/13/1	Comments	
12/2/13/2	Revision	
12/2/13/3	Training	
12/2/13/3/1	Inclusive Curriculum	
12/2/13/3/2	Oral History Methodology	
12/2/13/4	Implementation of	
12/2/13/5	Study Skills	
12/2/13/6	Learning and Teaching Support Material (LTSM)	
12/2/13/6/1	Monitoring tool	
12/2/14	<u>Year planners</u>	
12/2/15	COSAT (Maths & Science Centres)	
12/2/16	Inclusive curriculum	
12/2/17	Adult Basic Education and Training Curriculum	
12/3	<u>Private schools</u>	
12/3/P	Policy	
12/3/R	Routine enquiries	
12/3/1	Registration and subsidising	
	(Open a file for every school and number	
	Consecutively.)	
12/3/2	Continuation classes	
	(Open files according to Annexure J.)	
12/3/3	Annual financial reports	
	(Open a file for each school and number	
	Consecutively.)	
12/3/4	Inspections	
	(Open a file for each school and number	
	Consecutively.)	
12/3/5	Training and examination centres:	
	Recognition of	
12/3/5/1	Prisons	
	(Open a file for each prison and number	
	Consecutively.)	
12/3/5/1/1	National certificate vocational curriculum support (NCV)	

12/3/6	annual school magazines and other publications	
	(Open a separate file for each school and number	
	Consecutively.)	
12/3/7	Governing bodies	
12/3/7/P	Policy	
12/3/7/R	Routine enquiries	
12/3/7/1	Composition and activities	
	(Open files for each school and number	
	Consecutively.)	
12/3/8	Partnerships	
12/3/9	Establishment of new Courses/Subjects at Schools	
	(Open a file for each school and number	
	Consecutively.)	
12/3/10	Umalusi	
12/3/11	Education Statistics	
	(Open a file for each school and number	
	Consecutively.)	
12/3/12	Business plan for Independent schools	
12/3/13	School Surveys (Open a file for each school and number consecutively)	
12/3/14	Acceptance of learners ((Open a file for each school and number consecutively)	
12/4	<u>Youth-care and special youth-care centres /</u>	
	Place of Safety	
12/4/P	Policy	
12/4/R	Routine enquiries	
12/4/1	Needs assessment , change of name and closing	
	(Open files according to Annexure G.)	
12/4/2	Admission to youth-care and special youth-care centres	
12/4/2/P	Policy	
12/4/2/R	Routine enquiries	
12/4/2/1	Individual admissions	
	(Open a file per admission/case and number	
	alphabetical according surname)	
12/4/3	Transfers from youth-care and special youth-care	
	centres to prisons and other institutions	
12/4/4	Student administration	
12/4/4/P	Policy	
12/4/4/R	Routine enquiries	
12/4/4/1	Medical, dental and optical treatment	
	(Open files according to Annexure G.)	

12/4/4/2	Excursions and camps (Open files according to Annexure G.)	
12/4/4/3	Work and earnings of learners: Determining rules and conditions	
12/4/4/4	Placing on leave	
12/4/4/5	Discipline and disciplinary measures	
12/4/4/6	Supervision of learners from youth-care and Special youth-care centres	
12/4/4/7	Classification of learners into groups	
12/4/4/8	Injuries to learners at youth-care and Special youth-care centres (Open files according to Annexure G.)	
12/4/4/9	Determining of allowances and pocket money	
12/4/4/10	Escorting of learners	
12/4/4/11	Chalet system: Implementation of	
12/4/5	Introduction of parent-teacher associations	
12/4/6	Courses and learning plans: Determining of : (Open files according to Annexure G.)	
12/4/7	In-service training of staff	
12/4/8	Annual reports (Open files according to Annexure G.)	
12/4/9	Investigation committee at youth-care and special youth-care centres	
12/4/9/1	Appointment of members (Open files according to Annexure G.)	
12/4/10	Tariffs for lodging/meals for visitors/staff	
12/4/10/1	Determining of	
12/4/11	Investigation by youth -care and special youth-care centres (Open files according to Annexure G.)	
12/4/12	Use of youth-care centres for non-educational purposes (Open files according to Annexure G.)	
12/4/13	Submission of reports (Open files according to Annexure G.)	
12/4/14	Statistics - pupils from other provinces	
12/4/14/1	Learners from other Provinces	
12/4/15	Work study Investigations	
12/5	<u>Special Education</u>	
	(For state special schools, see 13/5/8.)	

12/5/P	Policy	
12/5/R	Routine enquiries	
12/5/1	Needs assessment , subsidisation, name	
	Changes and closing	
	(Open files according to Annexure B.)	
12/5/2	Admission/discharge of learners and granting	
	of maintenance allowances to learners	
	(Open files according to Annexure B.)	
12/5/2/1	Admission Requirements	
12/5/3	Determining courses and learning plans	
12/5/3/P	Policy	
12/5/3/R	Routine enquiries	
12/5/3/1	Blindness	
12/5/3/2	Deafness	
12/5/3/3	Epilepsy	
12/5/3/4	Cerebral palsy	
12/5/3/5	Autism	
12/5/3/6	Physical handicaps	
12/5/3/7	Conservation (subject)	
12/5/4	Determining and revising of capitation grants	
12/5/5	Investigation into separate facilities for visually	
	Impaired learners	
12/5/6	Teaching facilities at hospitals: Provision of	
12/5/7	Inspections/Investigations	
	(Open files according to Annexure B.)	
12/5/8	State special schools	
12/5/8/P	Policy	
12/5/8/R	Routine enquiries	
12/5/8/1	Needs assessment and designation	
	(Open files according to Annexure B.)	
12/5/8/2	Admission/discharge of learners	
	(Open files according to Annexure B.)	
12/5/8/3	Use of special schools for non-educational purposes	
	(Open files according to Annexure B.)	
12/5/9	Committees	
12/5/9/1	Standing Committee: Specialized Education	
12/5/9/1/1	Regulations	
12/5/9/1/2	Agendas and minutes	
12/5/10	Conferences	
12/5/10/1	Regulations	
12/5/10/2	Agendas and minutes	

	(Open a file for each handicap and number	
	Consecutively.)	
12/5/11	Research: Special Schools	
	(Open files according to Annexure B.)	
12/5/13	School fees: Determination of	
	(Open files according to Annexure B)	
12/5/14	Governing bodies	
12/5/15	School Surveys (Open Files according to annexure B)	
12/6	<u>Training centres for the mentally handicapped</u>	
12/6/P	Policy	
12/6/R	Routine enquiries	
12/6/1	Needs assessment, creation, naming and Closing	
	(Open files according to Annexure D.)	
12/6/2	Admission/discharge of learners	
	(Open files according to Annexure D.)	
12/6/3	Subsidisation of state-supported training Centres	
	(Open files according to Annexure D)	
12/6/4	Exclusion of children as ineducable	
	(Open files according to Annexure J.)	
12/6/5	Annual statements	
	(Open files according to Annexure D.)	
12/6/6	Conferences	
12/6/6/1	Regulations	
12/6/6/2	Agendas and minutes	
12/6/7	Inspections	
	(Open files according to Annexure D.)	
12/6/8	Research: Training centres	
12/7	<u>Special classes</u>	
12/7/P	Policy	
12/7/R	Routine enquiries	
12/7/1	Needs assessment , creation and closing of	
	Adaptation classes (Open files according to	
	Annexure E.)	
	Remedial classes	
	(Open files according to Annexure E.)	
12/7/3	Adaptation classes	
	(Open files according to Annexure E.)	
12/7/4	Transfer of learners to / Return of learners from	
	Remedial classes	

	(Open files according to Annexure E.)	
12/8	<u>Hostels at schools/colleges</u>	
	<u>(N.B. Each hostel or state supported hostel is allocated its own file, even though it may form part of a particular school or college.)</u>	
12/8/P	Policy	
12/8/R	Routine enquiries	
12/8/1	Needs assessment , creation and closing	
	(Open files according to Annexure E.)	
12/8/2	Appointing hostel committees	
	(Open files according to Annexure E.)	
12/8/3	Agendas and minutes of hostel committees	
	(Open files according to Annexure E.)	
12/8/4	Appointment/Training of hostel superintendents and supervisory assistants	
	(Open files according to Annexure E.)	
12/8/5	Determining/Allocation of boarding fees	
	(Open files according to Annexures A and E.)	
12/8/6	Waiving of boarding fees for needy hostel Boarders	
	(Open files according to Annexure E.)	
12/8/7	Payment of tariffs and payment for boarding and meals at hostels	
	(Open files according to Annexure E.)	
12/8/7/1	Primary and Secondary School Hostels	
	(Open files according to Annexure E.)	
12/8/8	Inspections at hostels	
	(Open files according to Annexure E.)	
12/8/9	Suspension/Expulsion of hostel learners/students and exceeding the maximum number of boarders	
	(Open files according to Annexure E.)	
12/8/10	Hostel rules	
	(N.B. EMDCs must open a file for each hostel according to Annexure E. Example: 13/8/10/E1523)	
12/8/11	Hostel Committee – Head Office	
	Agendas and minutes	
12/8/12	<u>Allowance for hostel supervision service</u>	
12/8/13	Work procedures, needs and hostels investigations (Open files according Annexure E)	

12/9	<u>Adult Basic Training</u>	
	This 12/9 series has been replaced by the	
	12/11 series.	
12/9/P	Policy	
12/9/1	Introduction of part-time classes	
	(Open files according to Annexure E.)	
12/9/2	Grant-in-aid to continuation classes	
	(Open a file for each organisation/institution and	
	number consecutively.)	
12/9/3	Taking of examinations and issuing of certificates	
12/10	<u>Music centres, art centres and any other</u>	
	<u>Similar institutions</u>	
12/10/P	Policy	
12/10/R	Routine enquiries	
12/10/1	Needs assessment, creation and closing	
	(Open files according to Annexure K.)	
12/10/2	<u>Governing bodies</u>	
12/10/2/P	Policy	
12/10/2/R	Routine enquiries	
12/10/2/1	Appointing and activities	
	(Open files as required according to Annexure K.)	
12/10/3	<u>Extension of Curriculum</u>	
	(Open files according to Annexure K.)	
12/11	<u>Adult Basic Education and Training</u>	
	<u>(ABET) and Community Learning Centres</u>	
	<u>This 12/11 series replaces the 12/9 series in which</u>	
	<u>no files have been opened.</u>	
12/11/P	Policy	
12/11/R	Routine enquiries	
12/11/1	Needs assessment , creation and closing	
	(Open a file for each centre as required and	
	Number consecutively)	
12/11/2	Annual financial statement	
	(Open a file for each centre and number	
	Consecutively)	
12/11/3	Registration and subsidization	
	(Open a file for each centre and number	
	Consecutively.)	
12/11/4	Surveys and reports	

12/11/5	Guidelines for assessment	
12/11/5/1	Common Task for Assessment	
12/11/6	Placement tests for adult learners	
12/11/7	Evaluation of Learners	
	(Previously 13/2/11/5/1)	
12/11/7/1	Attendance Registers	
12/11/7/2	Statement of Results	
12/11/8	Curriculum	
12/11/8/P	Policy	
12/11/8/1	Determination of	
12/11/8/2	Extension of	
12/11/9	Awards	
12/11/10	Governing Bodies	
12/11/10/1	Composition and Activities	
12/11/11	<u>Adult Basic Education and Training Teachers</u>	
12/11/11/1	Appointments (Applications)	
12/11/11/2	Evaluation of teacher	
12/11/11/3	Workshops	
12/11/12	School Surveys (Open a file for each centre and number consecutively)	
12/12	<u>Management and administration of schools, colleges and hostels</u>	
12/12/P	Policy	
12/12/R	Routine enquiries	
12/12/1	<u>Manuals/prescriptions on</u>	
12/12/1/1	Primary and Secondary Schools	
	(Open files according to Annexure E.)	
12/12/1/2	Tuckshops	
12/12/1/3	Career schools	
12/12/1/4	Special schools	
12/12/1/5	Continuation classes	
12/12/1/6	Junior primary methodology	
12/12/1/7	Use of school buildings and grounds for other than school purposes	
12/12/1/8	Compulsory school visits	
12/12/1/9	Psychological services	
12/12/1/10	Part-time classes	
12/12/1/11	School committees	
12/12/1/12	School managers	
12/12/1/13	Regional council elections	

12/12/1/14	Circuit managers in education	
12/12/1/15	Printing and distribution of management reports of circuit managers in education	
12/12/1/16	Hostels (Open files according to Annexure E.)	
12/12/1/17	Pre-primary education	
12/12/1/18	Training colleges and technical colleges	
12/12/1/19	Board and travel allowances	
12/12/1/20	Senior circuit manager in education / at EMDC	
12/12/1/21	Training centres	
12/12/1/22	Youth-care and special youth-care centres	
12/12/1/23	Pupils who have outside work	
12/12/1/24	Remedial classes Adaptation classes	
12/12/1/26	Citizen protection	
12/12/1/27	School funds manual	
12/12/1/28	Manual for determining financial assistance to parents: Means test	
12/12/1/29	School uniform	
12/12/1/30	Admission, suspension and expulsion of pupils older than 18 years	
12/12/1/31	Curriculum services provision	
12/12/1/32	Learners pregnancy	
12/12/1/32/1	Stats	
12/12/1/33	Parents Responsibility i.t.o school and learners	
12/12/1/34	Schools that under perform	
12/12/2	<u>School funds</u>	
12/12/2/P	Policy	
12/12/2/R	Routine enquiries	
12/12/2/1	Annual financial reports and purchases from school funds (Open files according to Annexures B, C, D, E, F, G and K.)	
12/12/2/2	Cash donations/ bequests to educational Institutions	
12/12/2/3	Trust accounts (Open a file for each trust fund and number Consecutively.)	
12/12/2/3/R	Routine enquiries	
12/12/2/3/1	Rejected applications	
12/12/3	Tuck shops	

12/12/3/P	Policy	
12/12/3/R	Routine enquiries	
12/12/3/1	Introduction and administration of (Open files according to Annexure J.)	
12/12/4	Library services for schools and colleges (N.B. Purchases of books and publications:	
12/12/4/P	Policy	
12/12/4/R	Routine enquiries	
12/12/4/1	Selection Committee for Library Books	
12/12/4/1/1	Book list: Compiling, amending and adding to	
12/12/4/1/2	Selection of library books	
12/12/4/2	Determining of financial grants to school libraries	
12/12/4/3	South African Library Association Representation on	
12/12/4/4	Library facilities for after-school study	
12/12/4/5	Library allocations: Teacher training colleges and Schools (Open files according to Annexures C and E.)	
12/12/4/6	Provincial Library Council: Appointment of members	
12/12/4/7	Integration of library with schoolwork	
12/12/4/9	Stocktaking/ writing off of library books	
12/12/4/10	Sackro Educational Media Centre: Needs assessment	
12/12/5	Citizen protection: To raise awareness at Schools, colleges and hostels	
12/12/6	School calendar and hours	
12/12/6/P	Policy	
12/12/6/R	Routine enquiries	
12/12/6/1	Determining	
12/12/6/2	Applications to deviate from (Open files according to Annexures C, E and F.)	
12/12/7	Use of school buildings/grounds for other than school purposes (For manual/prescriptions, see 13/12/1/7)	
12/12/7/P	Policy	
12/12/7/1	EMDCs (Open files according to Annexure J.)	
12/12/7/2	Teacher training colleges / Teachers' centres (Open files according to Annexure C.)	
12/12/7/3	Primary and Secondary Schools	

	(Open files according to Annexure E.)	
12/12/7/4	Other educational institutions at tertiary level	
	(Open files according to Annexure F.)	
12/12/8	School medical services (Open Files according to annexures B, D E)	
12/12/8/P	Policy	
12/12/8/R	Routine enquiries	
12/12/8/1	Use of provincial and municipal clinics	
	(Open files according to Annexure J.)	
12/12/8/2	Treatment methods and following up on	
	Recommendations by medical or dental inspector	
	(Open files according to Annexure J.)	
12/12/8/3	Rotas of medical inspectors of schools	
12/12/8/4	Quarterly reports of school nurses	
	(Open ÷ file for each school nurse and number	
	Consecutively.)	
12/12/8/5	Monthly reports from medical inspectors of Schools	
12/12/8/6	Planning and introducing dental services	
12/12/8/7	Research work by the S.A. Institute for Medical	
	Research	
12/12/8/8	Treatment methods and following up on General	
	health	
12/12/8/9	Healthy environment	
12/12/9	Psychological Services	
12/12/9/P	Policy	
12/12/9/R	Routine enquiries	
12/12/9/1	Planning and introduction of School Psychological	
	Services	
	(Open files according to Annexure J.)	
12/12/9/2	In-service training of psychology personnel	
12/12/9/3	Psychological counselling	
12/12/9/3/1	Training	
12/12/9/3/2	Family counselling	
12/12/9/3/3	Career counselling	
12/12/9/4	Emotional disturbances and behavioural deviations	
12/12/9/4/R	Routine enquiries	
12/12/9/4/1	Meetings with special schools, medical	
	Professionals, etc.	
12/12/9/4/2	Psycho-clinical services and child guidance clinics:	
	Meetings with	
12/12/9/4	Emotional disturbances and behavioural deviations	
12/12/9/4/R	Routine enquiries	

12/12/9/4/1	Meetings with special schools, medical Professionals, etc.	
12/12/9/4/2	Psycho-clinical services and child guidance clinics: Meetings with	
12/12/9/4/3	Annual and quarterly reports	
12/12/9/5	Psychological testing (Intelligence and scholastic achievement)	
12/12/9/5/P	Policy	
12/12/9/5/R	Routine enquiries	
12/12/9/5/1	Testing of learners for standardization purposes (Open files according to Annexure J and E alphabetical according child surname and numerical number consecutively e.g. 13/12/9/5/1-E948/W1)	
12/12/9/5/2	Testing by psychologists of the Department	
12/12/9/5/3	Aspects of HSRC statistics	
12/12/9/5/4	Monthly reports by psychologists (Open files according to Annexure J.)	
12/12/9/6	Psychological services to	
12/12/9/6/1	Youth-care and special youth-care centres	
12/12/9/6/2	Training centres	
12/12/9/6/3	School clinics: Hearing and language skills	
12/12/9/6/4	Rehabilitation centres	
12/12/9/7	Psychological services to schools by private/ practising persons, organisations and NGOs	
12/12/9/7/P	Policy	
12/12/9/7/R	Routine enquiries	
12/12/9/7/1	Requests	
12/12/9/8	Child maltreatment, abuse and Neglect	
12/12/9/8/P	Policy	
12/12/9/8/R	Routine enquiries	
12/12/9/8/1	<u>Effective handling of child abuse</u> (Open files according to Annexure E.)	
12/12/9/9	Alcohol and drug abuse	
12/12/9/9/P	Policy	
12/12/9/9/R	Routine enquiries	
12/12/9/10	Support Service to under age learners (Open separate files according to Annexure E.)	
12/12/9/11	Sexual violence and AIDS	
12/12/9/12	<u>Fighting against AIDS at schools</u>	

12/12/9/12/P	Policy	
12/12/9/12/R	Routine Enquiries	
12/12/9/12/1	Workplan	
12/12/9/12/2	Reports	
12/12/9/12/2/1	District Offices	
	(Open under the following descriptions. One file for	
	each District Report according	
	to Annexures E and J.)	
12/12/10/1	School committees	
	(Open under the following descriptions. One file for	
	each EMDC/school committee according	
	to Annexures E and J.)	
12/12/10/P	Policy	
12/12/10/R	Routine enquiries	
12/12/10/1	Appointing and activities	
12/12/10/2	Training	
12/12/11	Regional Councils	
	(Open a file under the following descriptions	
	e.g. 13/12/12/J3/K1, one file for every Regional Council according	
	To Annexure J.)	
12/12/11/P	Policy	
12/12/11/R	Routine enquiries	
12/12/11/1	Appointing and activities	
12/12/11/2	Agendas and minutes	
12/12/11/3	Allowances, travel accommodation and privileges	
	for members of Regional Councils	
12/12/11/4	Confidential matters on Regional Councils	
12/12/12	School managers	
	(Open the file under the following descriptions one file for	
	each school manager, according to Annexure	
	J and alphabetically according to school manager's	
	surname, thereafter numbered consecutively)	
12/12/12/P	Policy	
12/12/12/R	Routine enquiries	
12/12/12/1	Recognition, remuneration and activities	
12/12/13	Management/Governing bodies for educational	
	institutions	
12/12/13/P	Policy	
12/12/13/R	Routine enquiries	
12/12/13/1	Appointing and activities	
	(Open a file for each educational institution that has	
	a management council/committee and according	

	to Annexure G. Cancel Annexures B to F.)	
12/12/13/2	Agendas and minutes of management councils / committees	
	(Open separate files for each institution that Regularly submits minutes and according to Annexure G. Cancel Annexures B to F and G.)	
12/12/13/3	Allowances and travel accommodation for Members of management/governing bodies	
12/12/13/4	SG Notices to schools	
12/12/13/5	Financial Assistance	
12/12/14	Advisory councils	
12/12/14/P	Policy	
12/12/14/R	Routine enquiries	
12/12/14/1	Appointing and activities	
	(Open a separate file for each institution that has an advisory council and according to Annexure G)	
12/12/14/2	Agendas and minutes	
	(Open a separate file for each institution that regularly submits minutes and according to Annexure G. Cancel Annexures B to F.)	
12/12/15	College senates	
	(Open under the following descriptions, one file for each college and according to Annexure C.)	
12/12/15/1	Appointing	
12/12/16	Advisory senates for colleges	
	(Open under the following descriptions, one file for each college and according to Annexure C.)	
12/12/16/P	Policy	
12/12/16/R	Routine enquiries	
12/12/16/1	Appointing	
12/12/17	Management of educational institutions	
	(Implementing/Following up on recommendations in an inspection report: Place extracts in appropriate files.)	
12/12/17/P	Policy	
12/12/17/R	Routine enquiries	
12/12/17/1	Monthly reports on schools from circuit managers and curriculum advisers	
	(The name "subject adviser" has been changed to "curriculum adviser".)	
12/12/17/1/1	Head Office	

12/12/17/1/2	Education management and development centres (EMDCs)	
	Regional and area offices were replaced by Education management and development centres (Open files according to Annexure J.)	
12/12/17/2	Rotas of circuit managers and curriculum advisers of education	
	(Open a file for each subject and number Consecutively.)	
12/12/17/3	Annual reports from senior circuit managers, Circuit managers and curriculum advisers of Education	
12/12/17/4	Classification and reclassification subject specialist management (“Inspectorate” has been replaced by subject specialist management”)	
12/12/17/5	Panel management	
12/12/17/6	Addresses and changes to subject specialist management	
12/12/17/7	Use of services of circuit managers of education	
12/12/17/8	In-service training of Circuit Managers and Curriculum advisers of education	
12/12/18	Corporal punishment and injury of learners/students (Open files according to Annexures A , J and E)	
12/12/19	Greening of colleges/schools	
12/12/20	Diet at educational institutions	
12/12/21	Compilation of school magazines and other Internal school/educational institution publications (Open files according to Annexures B, C, D and E.)	
12/12/22	Allowances and pocket money (Open files according to Annexure C.)	
12/12/23	Flag-raising ceremonies at educational institutions	
12/12/24	Address lists and address changes of all Educational institutions	
12/12/25	Action in connection with outstanding quarterly and Annual financial statements of educational institutions	
12/12/26	Parent-teacher associations: Introduction of	
12/12/27	First aid training in educational institutions	
12/12/28	Research among school-going youth: Community study	
12/12/29	Thrift club at schools	

12/12/30	School books and school uniform committees	
12/12/30/P	Policy	
12/12/30/R	Routine enquiries	
12/12/30/1	Chief committee	
12/12/30/2	Day committee	
12/12/30/3	Subcommittee	
12/12/30/4	Booksellers	
	(Open a file for each committee and number	
	Consecutively.)	
12/12/30/5	Appointment of committee members	
	(Open a file for each committee and number	
	Consecutively.)	
12/12/31	Teacher associations	
12/12/32	Research into primary and secondary education	
12/12/32/1	Reports	
12/12/33	Problem situations, demonstrations by learners	
	(Open files according to Annexures B, D, E and G.)	
12/12/34	Audio-visual education	
12/12/35	Information on education to outsiders for study/	
	research purposes	
12/12/36	Demarcation of school regions	
12/12/37	Education statistics	
	(Open files according to Annexures E)	
12/12/37/1	Logistics Services	
12/12/38	Disposal of articles made during training in	
	practical and technical subjects	
12/12/39	School reports	
12/12/40	History and History programmes in schools	
	(Open files according to Annexures	
	B, D, E, G and H.)	
12/12/41	School-based Management	
12/12/41/P	Policy	
12/12/41/1	Norms and standards	
	(Open files according to Annexures B, D, E and J.)	
12/12/41/1/P	Policy	
12/12/41/1/R	Routine enquiries	
12/12/41/1/1	Specific Schools	
	(Open files according to Annexures	
	B, D, E and J,K.)	
12/12/41/1/2	Adult Basic Education and Training	
	(Open files for each centre and number consecutive)	

12/12/41/1/3	Excesses	
	(Open file according to Annexures B, D,E,J,K)	
12/12/41/2	Training	
12/12/41/3	Municipal Accounts	
12/12/41/3/1	Dept Recovery	
12/12/42	Outcomes-based education	
12/12/42/P	Policy	
12/12/42/R	Routine enquiries	
12/12/42/1	Preparation, management and support	
12/12/43	Partnerships	
	(Open files according to Annexures B, D, E and G.)	
12/12/44	Values in Education	
12/12/45	Safety/Protection of Learners in Educational	
	Institutions	
	(Open files according to Annexures	
	B, D, E, H and K.)	
12/12/45/P	Policy	
12/12/45/R	Routine enquiries	
	(Open files when necessary according to Annexures	
	B, D, E, H and K.)	
12/12/45/1	Payments (Open Files according to annexures B, D, E, H and K)	
12/12/45/2	Bullying of Learners	
12/12/45/3	Community learning centres(ABET)	
	(Open files when necessary and number	
	Consecutively.)	
12/12/46	Home schooling	
12/12/46/P	Policy	
12/12/46/R	Routine enquiries	
12/12/46/1	Needs assessment and registration	
	(Open a file for each letter of the alphabet and file	
	applications according to school's name.)	
12/12/47	Learner pregnancy	
12/12/47/P	Policy	
12/12/47/R	Routine enquiries	
12/12/47/1	Casualties at Schools	
12/12/48	Disciplinary Measures	
12/12/49	Code of Conduct for Learners	
12/13	Home schooling	
12/13/P	Policy	

12/13/R	Routine Enquiries	
12/13/1	Needs Analysis and Registration	
12/14	<u>Institutional Management and Governance Planning</u>	
12/14/1	Personnel Services	
12/14/1/1	Establishments	
12/14/1/2	Strategic Planning	
12/14/2	Projects (Open files for each project as required for the IMGP Directorate)	
12/15	<u>Statistics</u>	
12/15/1	Moderation	
12/16	<u>Cape Teaching and Leadership Institute</u>	
12/16/1	<u>Administration and support services</u>	
12/16//1/P	Policy, circulars and minutes	
12/16/1/R	Routine enquiries	
12/16/2	<u>Finance</u>	
12/16/2/1	Budget	
12/16/2/2	Procurement	
12/16/2/3	Transport Claims	
12/16/2/4	Municipal accounts	
12/16/2/5	Telephone accounts	
12/16/2/6	Audit matters	
12/16/3	<u>Personnel</u>	
12/16/3/1	Staff Matters	
12/16/3/2	Substitutes	
12/16/3/3	Contract appointments	
12/16/3/4	Protective Clothing	
12/16/4	<u>Logistical arrangements</u>	
12/16/4/1	Registry	
12/16/4/2	Travel and Transport arrangements	
12/16/4/3	GG Transport	
12/16/4/4	Hostel Accommodation and Catering	
12/16/4/5	Venue Bookings	
12/16/4/6	Facility Maintenance	
12/16/4/7	Equipment	
12/16/4/8	Science Laboratory Management	
12/16/4/9	Computer Laboratory Management	
12/16/4/10	Inventory control	
12/16/4/11	Stock control	
12/16/4/12	Security	

12/16/5	<u>Teacher qualification improvement</u>	
12/16/5/P	Policy, circulars and minutes	
12/16/5/R	Routine enquiries	
12/16/5/1	Continuous Professional Teacher Development Point System (CPTD)	
12/16/5/2	<u>Bursary Schemes</u>	
	(Open a file for each bursary Scheme)	
12/16/5/3	Individual Bursary Files. (open file for each bursary recipient)	
12/16/6	<u>National teaching awards</u>	
12/16/6/P	Policy, circulars and minutes	
12/16/6/R	Routine enquiries	
12/16/6/1	National Teaching Awards Process (NTA) 2014(open a new file annually)	
12/16/7	<u>Cape teaching and leadership institute (CTLI) programme design</u>	
12/16/7/P	Policy, circulars and minutes	
12/16/7/R	Routine enquiries	
12/16/7/1	<u>Foundation phase Programme.</u>	
	(Open a file per course)	
12/16/7/2	<u>Intermediate phase programme</u>	
	(Open a file per course)	
12/16/7/3	<u>Senior phase programme</u>	
	(Open a file per course)	
12/16/7/4	<u>Further Education training (FET) level Programme</u>	
	(Open a file per course)	
12/16/7/5	<u>School Management and Leadership Development</u>	
	(Open a file per course)	
12/16/7/6	Liaison with Higher Education Institutions (HEIs) and other stakeholders	
12/16/7/7	Research and data management.	
12/16/7/8	Cape Teaching and Leadership Institute (CTLI) Web Site Maintenance	
12/16/7/9	Inclusive/ Special Needs Education (Open a file per course)	
12/16/7/10	IT Integration/ E Learning and teaching (Open a file per course)	
12/16/8	<u>Cape teaching and leadership institute (ctli) programme delivery</u>	
12/16/8/P	Policy, circulars and minutes	
12/16/8/R	Routine enquiries	
12/16/8/1	<u>Foundation phase courses.</u>	
	(Open a file per course)	
12/16/8/2	<u>Intermediate Phase Courses</u>	
	(Open a file per course)	
12/16/8/3	<u>Senior Phase Courses</u>	
	(Open a file per course)	
12/16/8/4	<u>Further Education and Training (FET) level Courses</u>	
	(Open a file per course)	
12/16/8/5	<u>School Management and Leadership Development</u>	

	(Open a file per course)	
12/16/9	<u>Teacher development forums</u>	
	(Open a file per forum)	
12/16/10	Education Training Development Practices Sector Education Training Authority (ETDPSETA)	
12/16/11	National Teacher Education and Development Committee (NEFTD)	
12/16/12	Head of Education Committee (HEDCOM) SUB-COMMITTEE (Teacher Development & Curriculum Management) (TD&CM)	
12/16/13	Provincial Education Labour Relations Council (PELRC)	
12/16/14	National Teacher Education and Development Committee (NTEDC)	
12/17	<u>Edulis</u>	
12/17/P	Policy	
12/17/1	Temporary Closure	
12/17/2	Post Services	
12/17/3	Journal Subscription	
12/17/4	Mobile Libraries	
12/17/5	Head Cases	
12/17/5/1	Speeches	
12/17/6	Donation to WCED libraries for library material	
12/17/6/1	Transfer of library material to another department (Outside WCED)	
12/17/7	Invitations to institutions	
12/17/8	Sponsor for competitions	

13. EXAMINATION ADMINISTRATION

- (i) The files in this main series deal with all functions relating to the administration of examinations at the institutions under the jurisdiction of the department.

NUMBER	SUBJECT	DISPOSAL
13/P	Policy	
13/R	Routine enquiries	
13/1	<u>Implementation and organisation of the</u>	
	<u>Examinations of the Western Cape Education</u>	
	<u>Department</u>	
13/1/1	<u>Management of and regulations with regard to Examinations</u>	
13/1/1/1	Teacher	
13/1/1/2	Grade 12	
13/1/1/3	Grade 10	
13/1/1/4	Grade 9	
13/1/1/5	Technical colleges	
13/1/1/6	Youth-care and special youth-care centres	
13/1/1/7	Education of learners with special educational needs (ELSEN)	
13/1/1/8	Prison service	
13/1/1/9	Education outside the school context	
13/1/1/10	Adult basic education and training (ABET)	
13/1/2	<u>Mechanisation of examinations</u>	
13/1/2/1	Schools (Grade 12)	
13/1/2/2	Teacher	
13/1/2/3	Technical and commercial	
13/1/3	<u>Conducting of examinations</u>	
13/1/3/1	Application for Extra time	
	(Open a file for each letter of the alphabet and	
	file applications according to surname.)	
13/2	<u>Committee of University Principals</u>	
13/2/1	Meetings: Agendas and minutes	
13/2/2	Full exemption	
13/2/3	Application for Conditional exemption	
13/3	<u>Registering/admission to examinations</u>	
13/3/1	Teacher examination	
13/3/2	Grade 12	
13/3/3	Grade 10	

13/3/4	Grade 9	
13/3/5	Trade examination	
13/3/6	Adult Basic Education and Training (Level 4)	
13/3/6/1	Adult Basic Education and Training (Level 3)	
13/4	<u>Prescribed works for examination Application</u>	
13/4/R	Routine enquiries	
13/4/1	Higher Education Diploma and Education Diploma	
13/4/2	Grade 12	
13/4/3	Grade 10	
13/4/4	Trade examination	
13/5	<u>Exemption from subjects</u>	
13/5/1	Teacher examination	
13/5/2	Grade 12	
13/5/3	Grade 10	
13/5/4	Trade scheme	
13/6	<u>Examination fees</u>	
13/6/1	Determining of	
13/6/2	<u>Collection</u>	
13/6/2/1	Teacher examination	
13/6/2/2	Grade 12	
13/6/2/3	Grade 10	
13/6/2/4	Trade examination	
13/6/3	<u>Waiving</u>	
13/6/3/1	Grade 12	
13/6/3/2	Grade 10	
13/6/3/3	Trade examination	
13/6/4	<u>Repayment of</u>	
13/6/4/1	Teacher examination	
13/6/4/2	Grade 12	
13/6/4/3	Grade 10	
13/6/4/4	Technical colleges	
13/7	<u>Examination timetable</u>	
13/7/1	<u>Determining of Examination time table</u>	
13/7/1/1	Teacher examination	
13/7/1/2	Grade 12	
13/7/1/3	Technical colleges	
13/7/1/4	Adult Basic Education and Training	
13/7/1/5	Grade 11	

13/8	<u>Question papers</u>	
13/8/R	Routine enquiries	
13/8/1	Setting of question papers	
13/8/1/1	Teacher examination	
13/8/1/2	Grade 12	
13/8/1/3	Technical colleges	
13/8/1/4	Adult Basic Education and Training	
13/8/1/5	Disabled Learners	
13/8/2	Copyright regarding for the use of content and the reproduction of question papers	
13/8/3	Dispatching of question papers	
13/8/4	Printing of question papers	
13/8/5	Translation of question papers	
13/8/6	Grade 12 example question papers	
13/9	<u>Year marks, orals and practical examination</u>	
13/9/1	Teacher examination	
13/9/2	Grade 12 (Open a file for each subject and number consecutively)	
13/9/3	Grade 10 (Open a file for each subject and number consecutively)	
13/9/4	Technical colleges	
13/9/5	Adult Basic Education and Training	
13/9/6	Grade 9 (Open a file for each subject and number consecutively)	
13/10	<u>Examiners and moderators</u>	
	(For mark checkers see 14/29)	
13/10/1	<u>Appointments/resignations</u>	
13/10/1/1	Teacher examination	
13/10/1/2	Grade 12	
13/10/1/3	Grade 10	
13/10/1/4	Technical colleges	
13/10/1/5	Adult Basic Education and Training	
13/10/2	<u>Remuneration: Examiners and moderators</u>	
13/10/2/1	Teacher examination	
13/10/2/2	Grade 12	
13/10/2/3	Technical colleges	
13/10/2/4	Umalusi	
13/10/2/5	Adult Basic Education and Training	

13/11	<u>Invigilation and irregularities</u>	
13/11/1	Teacher examination	
13/11/2	Grade 12	
13/11/3	Grade 10	
13/11/4	Technical colleges	
13/11/5	Adult Basic Education and Training	
13/11/6	Grade 11	
13/12	<u>Re-marking of examination scripts</u>	
13/12/1	Teacher examination	
13/12/2	Grade 12	
	(Open a file for each letter of the alphabet and file applications according to surname.)	
13/12/3	Technical colleges	
13/12/4	Grade 9	
13/13	<u>Examination results</u>	
13/13/1	Teacher examination	
13/13/2	Grade 12	
13/13/3	Grade 10	
13/13/4	Technical colleges	
13/13/5	Adult Basic Education and Training	
13/13/5/1	Levels 1 – 3	
13/13/5/2	Level 4	
13/13/6	Grade 9	
13/13/7	Grade 11	
13/13/8	Verification of	
13/14	<u>Statistical processing of examination marks</u>	
13/14/1	Teacher examination	
13/14/2	Grade 12	
13/14/3	Grade 10	
13/14/4	Technical colleges	
13/14/5	Adult Basic Education and Training	
13/15	<u>Supplementary examination</u>	
13/15/1	Teacher examination	
13/15/2	Grade 12	
13/15/3	Technical colleges	
13/15/4	Revision Programme for Candidates writing the Supp Exams in Feb/March 2011	

13/16	<u>Certificates/certification</u>	
13/16/1	<u>Issuing of Certificates</u>	
13/16/1/1	Teacher examination	
	(Open a file for each letter of the alphabet and file certificates according to surname)	
13/16/1/2	Grade 12	
	(Open a file for each letter of the alphabet and file Certificates according to surname, e.g. 14/6/1/2/A, 14/6/1/2/B, etc.)	
13/16/1/3	Grade 10	
13/16/1/4	Technical colleges	
13/16/1/5	General Education and Training Certificate (GETC)	
13/16/2	Falsification of Certificates	
13/16/2/1	Teacher examination	
13/16/2/2	Grade 12	
	(Open a file for each letter of the alphabet and file certificates according to surname)	
13/16/2/3	Technical colleges	
13/17	<u>Sickness cases</u>	
13/17/1	Teacher examination	
13/17/2	Grade 12	
13/17/3	Technical colleges	
13/18	<u>Examiners' reports</u>	
13/18/1	Teacher examination	
13/18/2	Grade 12	
13/18/3	Technical colleges	
13/19	<u>Invigilators</u>	
13/19/1	<u>Appointment</u>	
13/19/1/1	Teacher examination	
13/19/1/2	Grade 12 and 11	
	(Open a file for each letter of the alphabet and file certificates according to surname)	
13/19/1/3	Grade 10 and 9	
13/19/1/4	Technical colleges	
13/19/2	<u>Remuneration of Teacher examination</u>	
13/19/2/1	Grade 12	

13/19/2/2	Grade 10	
13/19/2/3	Technical colleges	
13/19/3	Training	
13/20	<u>Examination statistics</u>	
13/20/1	Teacher examination	
13/20/2	Grade 12	
13/20/3	Grade 10	
13/20/4	Technical colleges	
13/21	<u>Examinations Complaints</u>	
13/21/1	Teacher examination	
13/21/2	Grade 12	
13/21/3	Grade 10	
13/21/4	Technical colleges	
13/21/5	Adult Basic Education and Training	
13/21/6	Grade 11	
13/22	<u>Marking of examination scripts</u>	
13/22/1	Teacher examination	
13/22/2	Grade 12	
13/22/3	Grade 10	
13/22/4	Technical colleges	
13/23	<u>Transfer of examination registrations</u>	
13/23/1	Teacher examination	
13/23/2	Grade 12	
13/23/3	Grade 10	
13/23/4	Technical colleges	
13/24	<u>Cancellation of examination registrations</u>	
13/24/1	Teacher examination	
13/24/2	Grade 12	
13/24/3	Technical colleges	
13/25	<u>Examination centre</u>	
13/25/1	Teacher examination	
13/25/2	Grade 12	
13/25/3	Technical colleges	
13/25/4	Adult Basic Education and Training	

13/26	<u>Condonation system for examinations</u>	
13/26/1	Teacher examination	
13/26/2	Grade 12	
13/26/3	Grade 10	
13/26/4	Technical colleges	
13/27	<u>S.A. National Certification Board</u>	
13/27/1	<u>Meetings</u>	
13/27/1/1	Agendas and minutes	
13/27/2	<u>Examination instruction</u>	
13/27/2/1	National Department of Education	
13/27/3	Educational terms	
13/27/4	Comments	
13/28	<u>S.A. Certification Board</u>	
13/28/1	<u>Meetings</u>	
13/28/1/1	Agendas and minutes	
13/28/2	<u>S.A. Certification Board</u>	
13/28/2	Grade 12	
13/28/3	Technical colleges	
13/28/4	Adult Basic Education and Training	
13/28/5	SAFCERT: Policy documents	
13/28/6	<u>Reports</u>	
13/28/6/1	Grade 12	
13/28/6/2	Technical colleges	
13/28/6/3	Sub-Committee SA Certificate Council (Umalusi)	
13/28/6/4	Chief Invigilator for Adult Basic Education and Training	
13/29	<u>Marks checkers</u>	
13/29/1	Appointment	
	(Open a file for each letter of the alphabet and file applications according to surname.)	
13/29/2	Leave Matters	
13/30	<u>Domestic matters</u>	
13/30/1	Over Time	
13/31	Annual National Assessments	

14. FURTHER EDUCATION AND TRAINING

- (i) The files in this main series deal with all functions relating to the administration of further education and training at the institutions under the jurisdiction of the department.

NUMBER	SUBJECT	DISPOSAL
14/1	<u>Vocationally-directed education and technical education institutions</u>	
	(Institutions like technical colleges, technical institutes and training centres)	
14/1/P	Policy	
14/1/R	Routine enquiries	
14/1/1	<u>State institutions</u>	
14/1/1/1	Determining needs of, creation of, changing name of, and closing of	
	(Open a file for each technical education Institution as required and according to Annexure F)	
14/1/2	<u>State supported institutions</u>	
14/1/2/1	Determining needs of, creation of, changing name of, and closing of	
	(Open a file for each technical education Institution as required and according to Annexure F)	
14/1/3	<u>Private institutions</u>	
14/1/3/1	Determining needs of, changing name of, and closing of	
	(Open a file for each institution as required and number consecutively.)	
14/1/3/2	College councils and academic councils	
14/1/4/P	Policy	
14/1/4/R	Routine enquiries	
14/1/4/1	Appointing and activities	
	(Open a file for each institution according to Annexure F.)	
14/1/4/2	Allowances and travel accommodation for members	
14/1/4/3	Agendas and minutes	
	(Open a file for each institution according to Annexure F.)	
14/1/5	College funds	
14/1/5/P	Policy	

14/1/5/R	Routine enquiries	
14/1/5/1	Annual financial statements and use of college	
	Funds	
	(Open a file for each institution according to	
	Annexures F and G (cancelled) and C.)	
14/1/5/2	Donations to institutions	
	(Open a file for each institution according to	
	Annexure F.)	
14/1/5/3	Funding Norms	
14/1/6	<u>Trimester and semester calendars and college</u>	
	<u>Hours</u>	
14/1/6/P	Policy	
14/1/6/R	Routine enquiries	
14/1/6/1	Determining of calendars and college hours	
14/1/6/2	Departure from Colleges	
	(Open a file for each institution according to	
	Annexure F.)	
14/1/7	Tuition fees	
14/1/7/P	Policy	
14/1/7/R	Routine enquiries	
14/1/7/1	Determining of tuition fees	
14/1/7/2	Repayment	
14/1/7/3	Waiving	
14/1/8	Admission to technical institutions	
14/1/8/P	Policy	
14/1/8/R	Routine enquiries	
14/1/8/1	Educational tours	
14/1/8/2	Student misconduct	
	(Open a file for each college according to	
	Annexure F.)	
14/1/8/3	Use of college facilities	
	(Open a file for each college according to	
	Annexure F.)	
14/1/9	Training of tradesmen, artisans, and apprentices	
14/1/9/1	Printing industry	
14/1/9/2	Motor industry	
14/1/9/3	Building industry	
14/1/9/4	Seamen	
14/1/9/5	Furniture industry	
14/1/9/6	Selecting of trainees / suspension of training	
14/1/9/7	Trade tests for apprentices	

14/1/10	Courses and syllabuses	
14/1/10/P	Policy	
14/1/10/R	Routine enquiries	
14/1/10/1	<u>Introduction of Institutions</u>	
	(Open a file for each institution as required and	
	According to Annexure F.)	
14/1/10/2	Drafting and amending	
14/1/10/2/1	Building	
14/1/10/2/2	Electrics/Electronics	
14/1/10/2/3	Mechanical	
14/1/10/2/4	Drawing	
14/1/10/2/5	Business studies	
14/1/10/2/6	Social services	
14/1/10/2/7	Mathematics	
14/1/10/2/8	Science	
14/1/10/2/9	Public utility service	
14/1/10/2/10	Art	
14/1/10/2/11	Communication	
14/1/10/2/12	Agriculture	
14/1/11	Budget	
14/1/11/1	Technical institutions	
	(Open files according to Annexure F.)	
14/1/11/2	Financing /Subsidising	
	(Open files according to Annexure F)	
14/1/12	Umalusi (Quality Assurance)	
14/2	<u>Teachers' training colleges</u>	
	<u>(Institutions for training of teachers)</u>	
14/2/P	Policy	
14/2/1	Queries and investigations	
14/2/2	Determining needs at, creation of and	
	Closing of teachers' training colleges	
	(Open a file for each college according to	
	Annexure C.)	
14/2/3	<u>College councils and senates</u>	
14/2/3/P	Policy	
14/2/3/R	Routine enquiries	
14/2/3/1	Appointing and activities	
	(Open a file for each college according to	
	Annexure C.)	
14/2/3/2	Allowances and travel accommodation of members	

14/2/3/3	Agendas and minutes	
	(Open a file for each college according to Annexure C.)	
14/2/4	<u>College funds</u>	
14/2/4/P	Policy	
14/2/4/R	Routine enquiries	
14/2/4/1	Annual financial statements and acceptance of College funds	
	(Open a file for each college according to Annexure C.)	
14/2/4/2	Donations to colleges	
	(Open a file for each college according to Annexure C.)	
14/2/5	<u>Determining of Tuition fees</u>	
14/2/5/P	Policy	
14/2/5/R	Routine enquiries	
14/2/5/1	Repayment	
14/2/5/2	Waiving	
14/2/6	Admission to teachers' training colleges	
14/2/6/P	Policy	
14/2/6/R	Routine enquiries	
14/2/6/1	<u>Approval of applications to teachers' training colleges administered by the Department</u>	
	(Open a file for each teachers' training college and according to Annexure C.)	
14/2/6/2	Educational tours	
14/2/6/3	Regulations regarding practice teaching	
	(Open a file for each college as required and According to Annexure C.)	
14/2/6/4	Misconduct by student teachers	
	(Open a file for each college according to Annexure C.)	
14/2/6/5	Use of college facilities	
	(Open a file for each college according to Annexure C.)	
14/2/7	<u>Determining of curricula and syllabuses at Teachers' training colleges</u>	
14/2/7/P	Policy	

14/2/7/R	Routine enquiries	
14/2/7/1	Curriculum for the Primary Education Diploma (Open a file numerically according to the Primary Education Diploma)	
14/2/7/2	Curriculum for the Pre-primary Education Diploma (Open a file numerically according to the Pre- Primary Education Diploma)	
14/2/7/3	Curriculum for the Education Diploma and the Higher Education Diploma (1-year specialization Course after the HTD) (Open a file numerically according to the Education Diploma and Higher Education Diploma)	
14/2/7/4	Curriculum for the Higher Education Diploma (Specialization course, Junior Primary, Senior Primary and practical)	
14/2/7/4/P	Policy	
14/2/7/4/1	Afrikaans: First Language	
14/2/7/4/2	English: First Language	
14/2/7/4/3	Mathematics	
14/2/7/4/4	Biology	
14/2/7/4/5	History	
14/2/7/4/6	Geography	
14/2/7/4/7	Biblical Studies	
14/2/7/4/8	Pedagogics	
14/2/7/4/9	Class Teaching	
14/2/7/4/10	Education Studies: The Gifted Child	
14/2/7/4/11	Junior Primary Education Studies	
14/2/7/4/12	Remedial education (Junior Primary)	
14/2/7/4/13	Life Orientation: Men (Senior Primary)	
14/2/7/4/14	Music (Senior Primary)	
14/2/7/4/15	Art (Senior Primary)	
14/2/7/4/16	Handwork Studies (Senior Primary)	
14/2/7/4/17	Needlework (Senior Primary)	
14/2/7/4/18	Life Orientation: Women (Senior Primary)	
14/2/7/4/19	Life Orientation : Men	

	(Practical Specialization)	
14/2/7/4/20	Music	
	(Practical Specialization)	
14/2/7/4/21	Art	
	(Practical Specialization)	
14/2/7/4/22	Handwork Studies	
	(Practical Specialization)	
14/2/7/4/24	Human Ecology	
	(Practical Specialization)	
14/2/7/4/25	Life Orientation: Women	
	(Practical Specialization)	
14/2/7/4/26	Remedial Education	
	(Senior Primary)	
14/2/7/4/27	Sport Coaching and Management	
14/2/8	Introduction of and regulations regarding part-time courses at colleges (Open a file for each college according to Annexure C.)	
14/2/9	Introduction of and regulations regarding teachers' (Open a file for each college according to Annexure C.)	
14/2/10	Training conditions for aspirant teachers	
14/2/11	In-service training of teachers	
14/2/11/P	Policy	
14/2/11/1	Physical Science and Mathematics (INWO)	
14/2/11/2	Technical	
14/2/11/3	Advisory boards at teacher's training colleges	
14/2/11/4	Short and vacation courses for serving teachers	
14/2/11/4/1	Handwork	
14/2/11/4/2	Life Orientation	
14/2/11/4/3	Teaching aids	
14/2/11/4/4	English	
14/2/11/4/5	Art	
14/2/11/4/6	Music	
14/2/11/4/7	Mathematics	
14/2/11/4/8	Afrikaans	
14/2/11/4/9	History	
14/2/11/4/10	Science	
14/2/11/4/11	Geography	
14/2/11/4/12	Biology	
14/2/11/4/13	Home Economics	

14/2/11/4/14	Needlework	
14/2/11/4/15	Pre-primary Education	
14/2/11/4/16	Computer Studies	
14/2/11/4/17	Junior Primary Education	
14/2/11/4/18	Bible Studies	
14/2/11/4/19	Remedial education	
14/2/11/4/20	Curriculum 2005	
14/2/12	Research into teacher training	
14/2/13	Committees	
14/2/13/1	Regulations	
14/2/13/2	Agendas, minutes and reports	
14/2/13/2/1	Committee for Teachers' Educational Programme	
	(COTEP)(Open a file for each committee and	
	number consecutively.)	
14/3	<u>Survey</u>	
14/3/1	Annual Survey 2010	

15. MONITORING AND EVALUATION (QUALITY ASSURANCE)

- (i) The files in this main series deal with all functions relating to monitoring and evaluation of the institutions under the jurisdiction of the department.

NUMBER	SUBJECT	DISPOSAL
15/P	Policy	
15/R	Routine Enquiries	
15/1	<u>Businessplan (implementation of)</u>	
15/1/1	Systems	
15/1/2	Intergrated Quality control system	
15/1/3	Complete school evaluation	
	(Open files according Annexure D, E, G, J, H)	
15/2	<u>Monitoring and Evaluation Instrument</u>	
15/2/1	Systems	
15/2/2	Intergrated Quality control system	
15/2/3	Entire school evaluation	
	(Open files according Annexure D, E, G, J, H)	
15/2/3/1	Other Institutions	
	(Open files as required and number consecutively)	
15/2/4	Performance Management Development System (PMDS)	
15/2/5	Pay Progression	
15/2/6	Human Capital Development Strategie	
15/3	<u>Meetings</u>	
15/3/1	Systems	
15/3/2	Intergrated Quality control system	
15/3/3	Entire school evaluation	
	(Open files according Annexure E, H)	
15/4	<u>Reports</u>	
15/4/1	Systems	
15/4/2	Intergrated Quality control system	
15/4/3	Entire school evaluation	
	(Open files according Annexure D, E, G, J, H)	
15/4/4	Performance Management Development System (PMDS)	
15/4/5	Training	
15/5	<u>Provincial Wide Monitoring Evaluation System (P.W.M.E.S)</u>	

LIST OF SERIES OF SEPARATE CASE FILES
(Files to be opened only when the need arises)

NUMBER	SUBJECT	DISPOSAL
SP, surname, initials and persal number	<u>Employee personal file</u> (This file contains personal matters of a confidential nature, e.g. letter of appointment, promotion and merit documentation, etc.)	
SL, surname, initials and persal number	<u>Leave file</u> (This file contains routine matters in respect of this subject, e.g. leave forms and correspondence on leave matters.)	
ST, surname and initials	<u>Training and development (excluding bursaries)</u> (The file contains nominations for training as well as copies of certificates and is opened as required.) SB, surname	
SB, surname and initials	<u>Bursary</u> (The file contains documents of a confidential nature on the subject and is opened as required.)	
SH, surname and initials	<u>Housing guarantees, subsidy and rental agreements</u> (The file contains routine documents on subsidies and rental agreements and is opened as required.)	
SI,surname, initials and persal number	<u>Injury on duty</u> (This file contains correspondence in respect of injuries sustained while on duty.)	

SM, surname, initials and persal number	<u>Performance Agreements and reviews</u> (This file contains performance agreement, assessment forms, review forms, reports and correspondence on this subject.)	
SD, surname	<u>Discipline</u> (The file contains documents of a confidential nature on the subject	
SG, surname and initials	<u>Grievances</u> (The file contains documents of a confidential nature on the subject and is opened as required.)	

ANNEXURES

ANNEXURES	DESCRIPTION
A	Region and area offices
B	Special Education
C	Teachers Training Colleges/Education Centres/Edulis/Edumedia
D	Training Centres for the mentally handicapped
E	Primary and Secondary Education
F	Technical Colleges, Technical Institutes and Training Centres
G	Youth Care and Special Youth- Care Centres/ place of safety
H	Pre-primary education
I	Chief users
J	Education District Offices
K	Music Centres, Art Centres and any other similar institutions